

## **JANITOR**

### **WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

High School Diploma or GED. Minimum one year previous janitorial experience required. A valid driver's license and dependable transportation required.

### **KNOWLEDGE AND SKILLS:**

1. Experience and skilled in light building maintenance.
2. Experience with floor machines/buffers required.
3. Knowledge of general OSHA/Safety regulations preferred.
4. Ability to prioritize work schedule and remain flexible.
5. Ability to multi-task and problem solve.
6. Self-motivated, independent, dependable individual.
7. Word processing skills preferred, but not required.

### **JOB SUMMARY:**

Full Time work schedule will be determined to best suit the needs of the Agency. Perform routine janitorial tasks. Responsible for the overall cleanliness and upkeep of facility and grounds. EOE.

### **PRINCIPAL JOB DUTIES:**

1. Clean office/administration areas as scheduled, including mopping, vacuuming, dusting and emptying trash.
2. Perform light maintenance tasks to include, but not limited to changing bulbs, A/C filters, etc.
3. Maintain inventory of maintenance supplies and place orders with authorized vendors in keeping with Agency policy.
4. Network with vendors, repair technicians and service providers and accompany those vendors when providing services to the facility.
5. Run errands as requested and approved by supervisor.
6. Coordinate, facilitate and participate in special facility related projects as assigned.
7. Facilitate obtaining bids for needed services as assigned.
8. Ensure proper maintenance of facility grounds and landscape.
9. Coordinate, participate and supervise special volunteer projects as assigned.
10. Clean all public restrooms in facility as scheduled.
11. Wash, wax and buff tile floor (ceramic tile floors should not be waxed and buffed) areas on second floor (common areas and bedrooms) as scheduled.
12. Clean daycare areas including kitchen, dining area and classrooms as scheduled. Wash, wax and buff all designated daycare areas as scheduled (ceramic tile floors should not be waxed and buffed).
13. Clean elevator and stairwells as scheduled.
14. Wash, wax and buff elevator floor as scheduled.
15. Wash, wax and buff all tile floors (ceramic tile floors should not be waxed and buffed) in all lobbies, hallways and common areas as scheduled.
16. Perform any other task as assigned by the supervisor.

## **Description of Benefits**

Very generous PTO policy (4 weeks off per year), increases after 3 & 7 years of service.

We honor most Federal Holiday's plus two Floating Holidays.

Health & Dental Insurance available when eligible; Hubbard House covers roughly 80% of cost, depending on your choice of policy coverage. Short-Term & Long-Term Disability and Life Insurance available when eligible; Hubbard House covers 100% of cost. Supplemental insurances also available.

Tuition Reimbursement and 403B plan with matching contributions available when eligible.

Apply on our website: [www.HubbardHouse.org](http://www.HubbardHouse.org) . No phone calls.