

JOB DESCRIPTION: Janitorial Staff

FLSA: Non-Exempt

JOB TITLE: Maintenance person

OBJECTIVE: Responsible for cleaning building, removing debris, and keeping indoor/outdoor areas neat and tidy

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Office Manager
2. Directs: self only

GENERAL STATEMENT OF DUTIES:

The cleaner performs regular janitorial and cleaning duties at the Champions for Life Sports Center, keeping all public areas clean and neat.

EXAMPLES OF WORK:

1. Sweep and mop hard floors
2. Vacuum carpets and maintain vacuums
3. Clean windows and mirrors
4. Empty all trash and recycling receptacles
5. Dust furniture, countertops, and other surfaces, scrubbing areas clean when necessary
6. Identify, report, and possibly fix needed repairs
7. Clean and disinfect toilets, sinks, and showers in bathrooms and locker rooms
8. Buff and wax hard floors
9. Mow lawns, trim shrubbery, plant flowers, and apply pesticides
10. Shovel snow from sidewalks and entry/exits, applying ice-melt when necessary
11. Steam clean carpets
12. Ameliorate and prevent rodent/insect infestations
13. Makes minor repairs as necessary
14. Monitor heat, cooling, and other systems
15. Interact with plumbers, electricians, and other tradespersons

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic mechanical skills
2. Basic plumbing skills
3. Ability to communicate effectively, be a team player in the organization, and exercise good judgement

ACCEPTABLE EXPERIENCE AND TRAINING:

1. High school diploma preferred.
2. One to three years prior janitorial experience.

ENVIRONMENTAL FACTORS/PHYSICAL REQUIREMENTS:

1. Need to lift, bend, carry, stretch, stand, reach, be comfortable on a ladder, kneel, crouch, crawl and/or climb. Work is very physical. Must be able to lift and move items up to 50 pounds occasionally, and up to 25 pounds regularly.
2. Work requires standing, walking, bending, spotting, lifting, repetitive motion, and intense concentration.
3. Work can be indoors or outdoors depending on the needs of the job on a given day.

WORK SCHEDULE:

Work schedule will be outside of hours of operation, which are typically from 8 am to 9 pm during the week, 8 am to 5 pm on Saturdays, and 11 am to 5 pm on Sundays. Regular days off will include holidays that CFL is closed. We anticipate up to four days per week with 3 to 4 hours per day.