JANITOR POSITION

Reports to: Chief Financial Officer/Assistant Director Human Resources
Department: Maintenance

General Description
This position is part of the Maintenance staff of The Hayner Public Library District. A staff member in this position primarily performs janitorial related duties within general janitorial specifications.

Duties & Responsibilities
- Sweep, scrub, and vacuum floors and carpets
- Dust equipment and furniture
- Collect and remove garbage
- Clean and restock restrooms and staff rooms/kitchens
- Clean and maintain tools and equipment used on the job
- Perform all other duties as may be assigned

Education & Skills
- High school diploma or equivalent is required.
- Must be self-starter and able to work independently
- Must have the capacity to take direction
- Must exhibit strong attention to detail

Working Conditions
- Work is indoors in a temperature controlled environment
- Must have the ability to work a flexible schedule at more than one location

Physical Demands
- Must be able to work at varying heights via ladders/step stools
- Must be able to work with cleaning supplies and detergents
- Must be able to lift, carry, and/or push an average of 25 pounds unassisted

Special Note
- In case of a work-related accident, a drug/alcohol screen will be required immediately.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signed: _________________________________