

JANITOR

GENERAL STATEMENT OF DUTIES: Performs a variety of routine building maintenance and cleaning tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring efficient performance of simple building cleaning and maintenance duties. A janitor works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. The work is occasionally reviewed by inspection and when complaints are received. A janitor may supervise the work of one or more subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

Sweeps and mops floors;
Washes windows and polishes furniture;
Dusts woodwork, furniture, and other articles;
Collects paper and rubbish, mows lawns, cultivates trees and shrubs,
and performs a variety of other grounds tasks;
May operate a small heating system;
Makes minor repairs to buildings, building equipment, and furniture;
Oils and greases mechanical equipment;
Delivers packages and messages.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of building cleaning experience; or any equivalent combination of experience and training.