



**Carbon County
Job Description**

Title:	Janitor	Job Code:	
Department:	Maintenance	Effective Date:	
Reports To:	Carbon County Commission	Last Revised:	09/23/16
Part-Time		FLSA Status:	Non Exempt

Overall Responsibility:

Responsible for performing janitorial duties for Carbon County Courthouse/Administrative Offices. Quality customer service will be provided at all times. Knowledge or willingness to learn proper cleaning techniques is essential

***Hours may vary**

Key Tasks and Responsibilities:

Daily Cleaning

- Vacuum all carpeted areas and entrance rugs
- Clean and disinfect all toilets, urinals, and basins
- Wipe counters and partition walls
- Clean mirrors
- Check and refill paper towels, toilet tissue holders and anti-bacterial soap dispensers
- Dispose of empty boxes in hallways
- Sweep and mop all uncarpeted areas including cleaning any spots or stains
- Empty all trash receptacles and replace liners as needed
- Clean both sides of all entrance and lobby door glass
- Clean and disinfect tables, counters and sinks in break rooms and conference rooms *Not responsible for dishes, etc.
- Check all doors to make sure secure
- Minor maintenance as required
- Daily cleaning of Sherriff's Office

Weekly Cleaning

- Dust all cleared furniture, file cabinets, counters and fixtures
- Sweep outside of all entrances and exits
- Eliminate all cobwebs
- Vacuum all stairwells
- Clean Intake and Detective Building

Monthly Cleaning as Needed

- Disinfect bathroom walls
- Clean and disinfect all floor corners, floor edges, doorframes and picture frames, windowsills and ledges
- Clean walls and doors around switch plates and handles

Clean carpets as needed
Clean all interior glass (i.e., office windows, etc.)
Clean Search & Rescue and Hazmat

Quarterly Cleaning as needed

Clean kitchen appliances
Wash, disinfect and dry all trash receptacles
Clean baseboards

Bi-Annual Cleaning as needed

Clean all interior light fixtures
Vacuum and wipe down upholstered furniture

Annual Cleaning as needed

Wipe down with cleaner and polish all wood doors, cabinetry, etc.
Power scrub bathroom floors
Shampoo carpets, if needed

***Other duties as assigned**

When necessary, if maintenance is not available will be required to move snow from sidewalks
Work schedule may require flexibility if work requires working hours not scheduled

Skills and Attributes:

Good communication and interpersonal skills
Good client/customer service skills
Ability to follow oral and written instructions
Ability to prioritize multiple tasks
Ability to work effectively with a team, as needed
Ability to work independently
Basic knowledge of cleaning products or willing to learn

Experience Requirement:

High school diploma or G.E.D. equivalency
Minimum one year prior experience
Annual background check required

Physical Effort/Environment:

When talking must convey detailed or important instructions or ideas accurately, loudly, or quickly
Able to hear average or normal conversations and receive ordinary information
Average, ordinary visual acuity necessary to inspect products or operate machinery
Requires routine walking, standing, bending and carrying items weighing less than fifty (50) pounds. May be required to lift heavy items when needed. May require moving heavy furniture, equipment and supplies either manually or by using hand carts. Must follow procedures for the use of chemical cleaners. May have to be outside in snow if required to shovel snow from walks

Employee Signature

Supervisor Signature

Date