



Job Description

Department: Friendship House

Job Title: Janitor

Reports to: Friendship House Manager

Job Purpose: The Janitor is responsible for the general upkeep of the interior and exterior of Friendship House.

Essential Duties and Responsibilities:

- Vacuum all carpets, dust, clean bathrooms, wash tables and counter tops, sweep and mop kitchen floor, empty trash, and wash dishes.
- Comply with established sanitation standards, personal hygiene, and health standards. Observe proper precautionary procedures and chemical handling techniques.
- Clean kitchen following meals, including dishes and appliances as needed.
- Report necessary equipment repair and maintenance to manager
- Monitor inventory of cleaning supplies and report needs to manager.
- Assist in receiving and organizing food and supply inventory.
- Remove trash from the lawn and assist with snow removal and salting.
- Light maintenance tasks, as assigned.
- Remain in good standings as a Friendship House member.
- Accomplish additional tasks as appropriately assigned or requested.

Competencies:

- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

Experience and Education:

Required:

- Current Friendship House member in good standing
- Knowledge of, and experience in janitorial services
- Ability to read and write
- Ability to stand for long periods of time, walk up and down stairs, and lift at least 10 pounds

This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and / or other management personnel.