

AUB

JOB DESCRIPTION

**JOB TITLE:** Janitor

**DEPARTMENT:** Custodial Services

**DIVISION:** Physical Plant

**SECTION:**

**1. BASIC FUNCTION:**

Cleans assigned premises and facilities as required. Includes, receiving instruction from super-visor, sweeping and mopping floors and stairs, dusting and cleaning furniture, cleaning and disinfecting utility rooms, and locking up buildings and facilities.

**2. DUTIES PERFORMED:**

- a. Sweeps and mops floors and stairs in assigned areas. Includes collecting appropriate master key, securing the required soaps, liquids and detergents, carrying out sweeping and cleaning as required.
- b. Dusts furniture and fixtures, empties ashtrays and wastebaskets, cleans utility rooms in assigned area twice daily, and adds disinfectant where necessary. Also cleans walls and glass with soap and water when required.
- c. Checks and reports to supervisor on level of consumables for replenishment (toilet paper, paper towels, etc.).
- d. Ensures before locking up the building that all lights and water taps are turned off and that all doors are safely locked.
- e. Performs other similar or related duties, as assigned such as using fire extinguishers should the need arise, cleaning and storing tools and equipment after use, observing fire and safety regulations, practicing good housekeeping, salvaging tools and materials where possible, etc.

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**3. WORK CONTACTS:**

Routine contacts with immediate associates, with users of work area to receive instruction. Occasional contact.

**4. INDEPENDENCE OF OPERATION:**

Reports to Head Janitor.

Works according to detailed instructions under close supervision.

**5. SUPERVISORY RESPONSIBILITY:**

None.

**6. PHYSICAL EFFORT:**

Moderate physical effort involving extensive walking, pulling and pushing of cleaning tools, approximately 80% of working time.

**7. WORK CONDITIONS:**

Normal indoor environment with slight exposure to chemicals, dust and dirt approximately 80% of working time.

**8. MINIMUM REQUIREMENTS:**

- a. Completion of Basic (4 years) education.
- b. Two months on-the-job training.