

TITLE: JANITOR

ORGANIZATION UNIT: Supply Service – Building Service

APPLICABLE TO: All Divisions

DUTIES:

Under direct but not constant supervision, and working usually on a night period, to do general interior building cleaning work, involving sweeping, mopping, washing of floors, stairs, wash rooms, etc.; and to do similar and less skilled work as required. In this connection to perform details of work, such as:

Obtain the required tools and cleaning compounds, follow instructions issued, and wet mop floors, stairways, wash rooms, etc., in an assigned area, using hand mop or mopping machine as required.

Disinfect and scrub toilets and cuspidors, empty wastebaskets, replace burned-out lamp bulbs, wash windows, wax floors, polish brassware, etc.

Occasionally as required, operate elevator, and fire small heating furnace.

Sweep sidewalks and remove snow.

SPECIAL RESPONSIBILITIES:

For proper care and use of equipment used in cleaning and for correct use of cleaning compounds.

WORKING CONDITIONS:

Work involves some dust and dirt, and some exposure to dampness and wet conditions.

HAZARDS:

Subject to some danger of slipping on wet floors, or tripping, and falling while working from ladders or while washing windows.

QUALIFICATIONS:

Completion of eighth grade education.

Be alert and observant and have average physical strength and able-bodiedness.