
Date Posted: December 14, 2009
Position Title: Janitor
Reports to: Production Manager
Job Status: Hourly, Temporary
Application Deadline: December 31, 2009

FUNCTIONAL JOB SUMMARY:

- To perform assigned cleaning tasks as scheduled promptly.
- Tasks require use of a broom, vacuum cleaner, mop, gathering and properly disposing of trash and refuse, re-stocking janitorial supplies, and cleaning restroom fixtures, such as sinks, urinals and toilets, and washing windows.
- Follow all safety requirements.

PREREQUISITES:

- High school graduate or GED.
- Able to lift 15 pounds 50% of the working time.

SELECTION CRITERIA:

- Organized and multi-task oriented.
- Performance motivated and a team player.
- Excellent written and verbal communication skills.
- Customer Service focused.

DESIRED QUALIFICATIONS:

- ½ year experience of janitorial duties.