

JANITORIAL SPECIALIST JOB DESCRIPTION

The sanitation and upkeep of the internal offices is very important to our customer, as well as maintaining a high quality food grade facility.

The daily vacuuming, garbage pick up, dusting, and mopping of floors are very important in maintaining sanitation of all professional office spaces.

The Janitorial specialist will clean all offices on a daily basis.

Janitorial specialist will need to discard all garbage from each office location. Physically sweep out or vacuum all loose dirt and debris, depending on floor type, rug or hard flooring, all debris will be swept and picked up, followed up by mopping of the hard flooring. The Janitorial specialist will also have special cleaning tasks that be done on a weekly and monthly basis, these will include the cleaning of the outside entrance, as well as washing of windows.

Note:

- When mopping up an area, (restrooms, break room) always have a “wet floor” signs posted. You must make sure to use separate mop heads when mopping the lunch room floor and the restroom floor, to avoid any cross contamination. Due to business conditions, the supervisor on duty may reassign you to address an immediate sanitation need. When that immediate need has been addressed, you are to go back to the scheduled cleaning area.
- You are to report any equipment defects, and stock replenishment needs.
- Additionally, report to the supervisor on duty any poor condition of the restrooms, so they can be addressed with staff.
- You are also to maintain a “public” log of your daily activity, noting which areas you cleaned, any equipment defects, and supplies that you need.
- You must keep the supply room locked when not occupied.
- The cleaning supplies must be stored in a locked secure area.
- All cleaning supplies used by janitorial specialist must have a written document that is in the MSDS book.

I have read and understand the above requirements and responsibilities.

Janitorial specialist _____ dated _____