JOB DESCRIPTION

JOB TITLE Janitor/Light Maintenance

STATUS: Hourly Non-exempt (Backup Position)

SUPERVISED BY: Director, Transportation, Facilities, and Banquet Services

REQUIREMENTS: Prefer high school graduate or equivalent. Driver's license required. Proof of up-to-date bodily injury and property damage liability insurance required. Be able to relate to elderly, have good communication and customer service skills, be able to follow oral and written instructions, prioritize tasks, work effectively with a team. Must have knowledge of janitorial and light maintenance responsibilities and be able to work without constant supervision, keep records, and facility calendar for event setups. Must be able to lift 50 pounds and the ability to climb ladders.

May require standing for more than one hour, walking, sitting, bending, stooping, squatting, kneeling, twisting, reaching above your head, good range of motion in neck, good manual dexterity and coordination, stair climbing, and climbing in and out of a vehicle. You may be exposed to adverse climatic conditions in the outdoor environment. Regular and predictable attendance is required.

JOB SUMMARY: Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Cleaning window sills and windows.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment at all times.
- Restock vending machine
- Restock vending supplies in appropriate storage area
- Purchase cleaning and vending supplies as necessary
- General maintenance of grounds to include snow removal
- Other routine maintenance duties as assigned

PERSONNEL POLICIES: Per Licking County Aging Program, Inc. Personnel Policies and Affirmative Action Plan.

WORKING HOURS: Hours as scheduled, 6-8 hours per day, 30-40 Hours per week, excluding holidays As stated in the Personnel Policies of the Licking County Aging Program, Inc.

SAFETY: Must work towards maintaining a safe work environment at all times and exhibit good safety habits. Reports all safety concerns immediately to Director, Assistant Executive Director, or Executive Director.

SALARY: Per Licking County Aging Program, Inc., Management and Board review plus availability of funds.

FRINGE BENEFITS: Per Licking County Aging Program, Inc. Personnel Policies and Affirmative Action Plan.

I have read this job description, can meet its requirements and I accept the conditions.

Employee signature	Date
Agency Representative	Date