

**Position Title:** Janitor

**Reports to:** Facilities Director

**Status:** Part-time (15hrs/week)

**General Summary:**

Under direct supervision of the Facilities Director, the Janitor is responsible for cleaning designated areas at the Healthy Aging Center Acacia.

**Essential Job Duties:**

Workout/Gym Area/PT Area

- Empty all waste receptacles and re-line if necessary.
- Vacuum carpeted areas. Kitchen & Break Area
  
- Empty all waste receptacles and re-line if necessary.
- Put bags of trash into the outside trash dumpster.
- Clean and sanitize sinks.
- Sweep, mop, and sanitize floors.
- Clean kitchen floor mats. Restrooms
  
- Empty all waste receptacles and re-line if necessary.
- Thoroughly clean and disinfect toilets, urinals, showers, sinks and countertop surfaces.
- Clean and polish mirrors.
- Clean soap and paper towel dispensing units (hand soap, paper towel, etc.).
- Wipe down partitions. Sanitize touch areas.

Activities Room

- Clean/Vacuum carpet.
- Straighten tables and chairs where needed. Custodial Supply Room
- Maintain an organized and clean supply room.
- Rinse mop heads and hang in the mud sink area.
- Keep all tools clean and organized.
- Take a nightly inventory of supplies and send a request for more to the supervisor.

General

- Report all maintenance issues to the supervisor.

**Minimum Qualifications:**

- High School Graduate or equivalent
- Verbal and written fluency in English
- Able to lift up to at least 25 lbs.
- Able to take instruction and follow through competently

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Essential Functions:**

- Stand, bend, stoop, reach overhead, twist, and walk as needed.
- Push, pull, lift and carry when needed, e.g. trash bags, boxes, supplies, etc.
- Utilize cleaning chemicals and hot water to perform various cleaning tasks.

The work environment described here is representative of those an employee encounters while performing the essential functions of this job.

**Employees in this position:**

- Work independently indoors and outdoors.

**Must Have:**

- LiveScan Clearance
- HIPAA training