

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 Laguna Woods.

Essential Job Duties:

Front Entrance/Exit Area (Lobby)

- Sweep and mop floors.
- Spot clean entry glass and sanitize door handles.

Activities Room

- Sweep and mop floors.
- Straighten tables and chairs where needed.

Restrooms (Upstairs and downstairs)

- Empty all waste receptacles and re-line if necessary.
- Clean and disinfect toilets, urinals, showers, sinks and countertop surfaces.
- Clean and polish mirrors.
- Clean and polish all bright work.
- Sweep, mop and sanitize floors.
- Wipe down and refill all dispensing units. Wipe down partitions and disinfect touch areas.

General

- Report all maintenance issues to the supervisor.

Minimum Qualifications:

- High School Graduate of equivalent
- Verbal and written fluency in English
- Able to lift up 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