

Cecil Township
Job Description
JOB TITLE: Facilities Janitor

Exempt:	No
Starting Salary:	\$18 per hour
Hours/Week:	24
Benefits Included:	None
Location:	Township Building/Public Works Building
Reports To:	Township Manager/Assistant Township Manager

GENERAL DESCRIPTION:

Persons employed in this job classification perform general cleaning of township buildings. Duties include, but are not limited to, sanitizing porcelain lavatory fixtures, floor surfaces and carpet cleaning, dusting, washing windows, emptying of trash and other strenuous types of physical activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

Adhere to safety procedures.
Sweeps, mops, scrubs and vacuums hallways, office space and meeting rooms.
Cleaning of lavatories.
Re-fill consumables
Empties trash and garbage containers from interior. Also empties outside receptacles.
All trash is to be placed in outside dumpsters.
Washes windows as needed.
Wipes dust from office furniture and other exposed interior surfaces.
Checks light fixtures for cobwebs, dust, or bugs and cleans as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Background Check:

Due to the sensitive nature of certain documents or materials that may or may not be in an office during cleaning activities, the person employed must be able to pass a police background check prior to being offered the job position.

Education and/or Experience:

High school diploma or general education degree (GED); one year of experience and/or training as a custodial worker; or equivalent combination of education and experience.

Language Skills:

Ability to understand and carry out oral and written instructions.

Ability to read and understand specifications and operational manuals.

Reasoning Ability:

Ability to learn the proper use and care of cleaning equipment and cleaning products.

Other Skills and Abilities:

Ability to maintain records.

Knowledge in the occupational hazards involved with the use of common cleaning chemicals.

Ability to perform thorough housekeeping techniques to ensure cleanliness of all buildings and structures.

Ability to work harmoniously with others.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The Employee is occasionally required to climb or balance, and conduct proper use of a ladder.

The employee is occasionally required to move office furniture and supplies, and perform other strenuous types of physical activity.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is exposed to wet and/or humid conditions.

Work is normally carried out at the Municipal Office Building and/or any owned and/or operated structure or site within the township.