

JOB DESCRIPTION
ENGINEER'S OFFICE JANITOR

TITLE: Janitor (Part Time)
FLSA: Non Exempt

JOB SUMMARY:

This listing of job duties is intended to provide all parties with basic information as to what is expected of the particular job. This listing cannot be complete in every detail due to the need to accommodate the unexpected and the unusual situations that we all know will occur from time to time in this type of work. The appearance of an office building reflects directly on those working in the building as well as the person who cleans it and therefore considerable responsibility rests with the janitorial employee to make certain that the building remains clean at all times.

DUTIES:

- Empty all waste baskets.
- Clean restroom fixtures (3 restrooms).
- Vacuum all carpet, making sure to get behind doors, corners and along baseboards.
- Wet mop the 3 restrooms.
- Wet mop entry all tile floors & kitchen in meeting room.
- Wash out sink & wipe counters in break room & both kitchens.
- Dust all files, counters, furniture, tables, wall hangings, etc. Desk tops are to be cleaned only if they have been cleared off.
- Clear away all cob webs
- Stock paper towels & toilet tissue as needed.
- Wet Mop chair mats

AS NEEDED:

- Wash all windows on the inside.
- Sweep & dust furnace room and storage closet.
- Wash all windows on the outside.
- Vacuum or wipe down all walls.
- Clean light fixtures.
- Purchase all cleaning supplies – supplies may be charged to Tama County Highway Department.

ESSENTIAL FUNCTIONS:

- Must be able to lift 50 lbs.
- Must be able to speak and understand English.
- Must be able to bend and stoop.
- Must be able to do physical labor.

Reports to the Office Manager at the Engineer's Office

SALARY: \$ /hour