

FULL-TIME JANITOR/CLEANER

The Janitor/Cleaner is a non-exempt, full-time, 12-month position directly responsible to the Facilities and Maintenance Coordinator.

The Janitor/Cleaner is responsible for general cleaning, maintenance, and upkeep of Agency Sites.

DUTIES AND RESPONSIBILITIES (include but are not limited to the following):

1. Responsible for the cleaning of facilities occupied by Cayuga/Seneca Community Action Agency include:
 - a. Sweeping, mopping and scrubbing floors, stairs (inside and outside buildings), and other surfaces.
 - b. Use light and heavy (industrial type) floor machines and attachments.
 - c. Scrub, strip, wax, and polish floors using heavy (industrial type) powered scrubber and buffers.
 - d. Sweep and dust mob, vacuum rugs, shampoo rugs periodically using vacuum cleaner and rug shampooing machine.
 - e. Clean and dust furniture, exhibit cases, pictures, door trims, chalkboards, etc.
 - f. Wash windowsills, trim, and glass in doors.
 - g. Wash and/or clean interior wall spaces, working on ladders and scaffolding, as required.
 - h. Clean and service lavatories, toilet rooms, and rest rooms.
 - i. Collect and place in containers or plastic bags trash and debris, place trash in collection area for removal by sanitation trucks.
 - j. Replace liners in wastebaskets and trash containers.
2. Responsible for painting as assigned.
3. Responsible for checking office equipment, classroom equipment, and general building areas for minor repairs and reporting it to immediate supervisor in writing.
4. Assist in carrying and lifting food items, furniture, deliveries, etc. as requested by immediate supervisor.
5. Responsible for assisting in maintaining grounds including, but not limited to: snow removal, mowing and trimming lawns, maintaining driveways and sidewalks, etc.
6. All other duties and responsibilities as requested by the Facilities and Maintenance Coordinator.

QUALIFICATIONS:

The Janitor/Cleaner will have the following minimum qualifications:

1. High School Diploma or GED.
2. Knowledge of custodial tasks and responsibilities, and understanding of custodial materials and chemicals.
3. Ability to safely work with equipment and mild chemicals common to the trade and do so in a manner safe to oneself, others in the area, and to the environment.
4. Ability to lift up to and including 50 lbs.
5. Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
6. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.
7. Must have reliable transportation and a clean and valid NYS Driver's License.

CLASSIFICATION:

Non-exempt