



## Affordable Housing Advocates

### Job Description Job Title - Janitor

#### **Nature of Work:**

The Janitor reports directly to the Property Manager. The Janitor is responsible for the general upkeep and overall appearance of buildings and associated grounds as may be assigned.

#### **Job Essentials:**

- Able to follow oral and written instructions utilizing the English language well enough to perform the essential duties of the job.
- Reliable transportation and possession of a valid driver's license. May be required to commence/transfer to/end the workday at different locations.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform job duties.
- Possess the dexterity to use a telephone and janitorial equipment.
- Able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Must be able to hear with or without amplification devices.
- Demonstrate a self-motivated attitude and ability to comprehend the importance and confidential nature of all information.

#### **Job Duties:**

- Responsible for and prioritizes in a timely manner, the maintenance and cleaning responsibilities of all areas of the property including the common areas, vacant apartments, offices, and outdoor grounds and parking lot.
- Sweep, remove debris, clean spills, scrub, mop, vacuum as required throughout the common areas of the building (stairwells, laundry room, lounge, community room, hallways, etc.) and in vacant apartments as part of the turnover process.
- Periodically strips and waxes floors. May steam-clean and/or shampoo carpets.
- Regularly check the trash receptacles, emptying as needed, in all areas of the site, complying with municipal recycling guidelines as required.
- Service, clean, and supply restrooms in offices and common areas.
- Clean all laundry rooms including laundry room appliances.
- Dust furniture, walls and equipment in the building, including community rooms/areas.
- Replace light bulbs throughout the building.
- Remove weeds, plant bushes, trees, flowers, and shrubs and maintain landscape.
- Remove snow from sidewalks and spread snow melting supplies as needed.
- Set up, arrange, and remove decorations, tables, chairs, ladders and scaffolding to prepare facilities for events.
- Assist Maintenance Mechanic as needed and approved or assigned by the Property Manager and/or Executive Director.
- Keep janitorial supplies in stock and cleaning equipment in working order.

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**Other Duties:**

Other duties as assigned by the Property Manager and/or the Executive Director. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Education and Experience:**

- High school diploma or GED;
- Two years' experience working with various pieces of janitorial equipment, including vacuum cleaner, floor stripper and buffer machines, and carpet/fabric shampooer;
- Proficiency in using paint brushes, rollers, hammers, drills, screwdrivers, saws, wrenches, pliers, and similar tools of the trade; and
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communication skills; disposition to perform other duties as assigned; and ability to meet deadlines.

**Work Conditions:**

This job operates in a building containing multiple housing units. This role routinely uses standard janitorial equipment and tools; occasionally uses office equipment. This is a smoke-free environment.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is frequently exposed to outside weather conditions, dust, and dirt. The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. Occasional exposure to heat, cold, fumes, odor, noise, wetness, dryness, and vibration. Seldom exposure to poor ventilation.

**Supervisory Responsibilities:**

The Janitor does not perform any supervisory duties.

**FSLA Status:** Non-Exempt

**Signature:**

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Janitor position.

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Employee

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Date