



Job Title: Janitor (Per Diem, Non-Exempt)

Program: Outreach Center (Cheryl's Lodge)

Job Category: Associate

Provides program, clerical, transportation or janitorial support to Directors or Managers. Duties will be program specific and may include filing, answering phones, recording and inputting data, working with clients/customers, stocking shelves, accepting payments by cash, check or credit card, cleaning.

Hourly Rate: \$15.00/hour

Reports to: Program Manager

Job Summary: Janitor cleans the facility and completes light maintenance work as needed. Approximately 10 hours per week on full school session weeks (may be less hours on weeks when school is not in session) Facility closes for a few weeks per year and no janitorial work is required those weeks, unless pre-approved by the Program Manager for maintenance purposes.

Duties and Responsibilities:

- Week Day cleaning following the schedule of the school activities and the summer session as provided by the Program Manager
- Once Weekly full building cleaning- typically on weekend
- Daily Cleaning to include toilets, sinks, countertops, tables, sweep and mop floors, empty garbage, replace liners, vacuum entry rugs.
- Weekly cleaning to include wiping down appliances, spot cleaning walls, doors, windows, dusting
- Maintaining sidewalk exits: sweeping, shoveling, salting (only on cleaning days)
- Cleaning filters per scheduled maintenance routine
- Maintaining cleaning equipment and supplies in a safe and cost-effective manner, reporting all cleaning supply needs to the Program Manager
- Promptly reporting all maintenance issues to the Program Manager.
- Light maintenance of furniture, equipment and building and grounds as needed
- Ensure compliance with any NYS, local Health Department, and regulatory and licensing requirements.
- Other duties, as required.

Telecommuting and Remote Work:

- Work from home is not an option.

REQUIRED SKILLS:

- Ability to lift 50 lbs.
- Attention to detail in cleanliness and hygiene.
- Handy person skills with regards to building maintenance and equipment maintenance

QUALIFICATIONS:

- High school diploma or equivalency.
- Able to pass Background check, including State Central Registry of Child Abuse and Maltreatment, to work in a building that serves children
- Previous employment in environmental/maintenance services.

EMPLOYER DISCLAIMER:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____**Date:** _____**Direct Supervisor Signature:** _____**Date:** _____