



Job Description Title: Facility Janitor

Division/Department: Facilities

Location: Miami

Reports to: Manager, Facility Maintenance

Work Schedule: Sunday through Saturday
Must be able to be flexible and work all shifts on an as needed basis. Overtime as required, must be pre-approved by supervisor.

Summary of duties and responsibilities:

Perform routine janitorial work of facilities, buildings, under general supervision and additional maintenance duties as needed.

Primary duties and responsibilities:

Duties and responsibilities will include, but not be limited to the following:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Clean restroom areas, top to bottom, including men's, women's restrooms including supply restrooms, break rooms or other areas with supplies.
- Clean kitchen areas, top to bottom including appliances therein.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets as assigned.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Notify managers concerning the need for major repairs.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Various other job duties as assigned by supervisor.



Direction/Supervision Received

Primarily receives tasks and priorities for work assignments from the Site Managers/Shift Supervisors.

Knowledge/Skills:

- Ability to work in a high performance, fast-paced team environment.
- Ability to adapt to and work effectively within a constantly changing environment.
- Organization
- Energy Level
- Persistence
- Time Management

Education/Training

High School diploma or GED and one (1) year janitorial experience, or any equivalent combination of training and experience.

Work Experience:

Minimum one (1) year in providing building maintenance support.

Physical environment/working conditions:

- Ability to sit or stand for prolonged periods of time
- Ability to perform repetitive tasks; manual dexterity
- Vision abilities required include close, distance and depth perception
- Lifting of 50 pounds
- Ability to walk long distance

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed