

Janitor: Janitor I

Maintains premises, rest and working areas of offices and industrial buildings in clean and orderly condition. Performs a combination of dusting furniture, walls, fixtures, or equipment; sweeping, scrubbing, mopping, waxing, or buffing floors; removing refuse; polishing furniture, fixtures, or trimmings; providing janitorial supplies; and cleaning lavatories, showers, or rest rooms.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are limited to)

Cleaning equipment such as vacuum cleaners, brooms, mops, etc. Use of cleaning solvents and other cleaning products. Use of computer for completing timecards, training and basic email.

Minimum Education and Experience

No experience required. High School diploma or GED is preferred but not required.