

Janitor: Sr. Janitor

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Able to train other janitors in duties and procedures. Ability to maintain supply inventory. May direct or lead a few other Maintenance Janitors in their duties.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Work Products (Examples may include but are limited to)

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

Minimum Education and Experience

High School diploma or GED is preferred but not required. 4 years experience in a janitorial role with training in specific facility needs. Ability to perform and train in all areas of the job.