

**JOB TITLE:** Janitorial Worker

**JOB SUMMARY:** This non-exempt, part-time position is responsible for cleaning offices and conference rooms. The position reports to the Supported Employment Specialist.

**WORK ACTIVITIES:**

- Actively supports the Easter Seals Mission, Vision, and Values.
- Clean and sanitize bathrooms.
- Clean, mop, wash and vacuum floors.
- Empty trash receptacles and take trash to dumpster.
- Maintain outside areas around entrances to offices.
- Clean and polish fixtures as necessary and/or directed.
- Clean windows as necessary.
- Dust furniture as necessary.
- All other duties as assigned.

**JOB CONTEXT:**

The Janitor spends the majority of their time cleaning indoor office areas and occasionally cleaning outdoor areas. The workday is typically spent indoors in a climate-controlled facility. The noise level in the work environment is usually low to moderate. Physical demands include, but are not limited to, occasional lifting and moving up to 25 pounds. Occasional reaching, stooping, bending, kneeling, crouching, and standing/walking. The employee is expected to practice principles of good body mechanics in performing the physical components of the job. Will be exposed to cleaning agents. May be subject to interruptions and irregular hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB QUALIFICATIONS:**

- Ability to follow instructions of supervisor.
- Ability to clean as instructed.
- Average interpersonal skills.
- Average oral communication skills.