Job Title: Janitor / Dishwasher - PT

FLSA Status: Non - Exempt

Reports to: Director of Food Services

Janitor Duties – Daily
- This person will need to work afternoons and evenings.
- Check schedule for any changes.
- Sweep and pick up porch areas.
- Empty and clean ash trays.
- Fill paper towel dispensers in all bathrooms & Kitchen area.
- Fill all Commons bathrooms with toilet paper & seat covers.
- Fill soap dispensers in Commons bathrooms and kitchen.
- Empty bathroom, office and all other room garbage.
- Wash bathroom sinks, toilets, urinals and countertops.
- Wash walls around toilets, sinks and urinals.
- Mop all bathrooms and foyers (as needed).
- Clean bathroom mirrors.
- Clean all Commons glass doors and door handles.
- Remove tape from windows, floors and walls after functions.
- Close & Lock windows & doors at night.
- Lock doors to Chapel after functions.
- Covers any extra shifts where needed.
- Other tasks as assigned.
- Assist and support all other Food Services positions.

Janitor Duties - Weekly
- Buff the Commons & foyer floors.
- Mop the Fosseen room dance floor.
- Wash soap dispensers.
- Restock paper towels & toilet paper from basement to storeroom and cart.
- Take supplies to Chapel.
- Dust and wash fireplace in Fosseen room.

Janitor Duties - Monthly
- Wash all Commons building windows inside and outside.
- Spot shampoo carpets in the Fosseen, Regents, student bathroom, and office when necessary.
- Dust window sills in Regents and dust shelves in foyers & Fosseen room.
- Sweep and mop loading dock.
- Clean basement bathroom & janitorial room.
- Clean Chapel & St. Michaels Mission.
Janitor Duties - When needed
- Covers for “FT Janitor” when necessary.
- Clean out fire place in Fosseen room.
- Sweep parking lot and picks up trash from immediate grounds after parties.
- Clean out soap room and janitors closet.
- De-ice all porches.
- Sweep and wash cement dumpster pad.
- Strip & wax floors.

Dishwasher Duties
- Washes dishes by either using an automatic dishwasher or a manual wash basin.
- Will feed and retrieve china, trays and glass items into the automatic dishwasher.
- Maintains the cleanliness of the Pot and Pan sink area and the Dish Room.
- Mops the entire kitchen, service line and student dining room.
- Sprays and washes the kitchen floor mats.
- Takes out the garbage.
- Cleans the dumpster area.
- Cleans the kitchen hoods and filters once a month.
- Bleaches all kitchen walls, including the walk-in and walk in shelving once a year.
- Assist and support all other Food Services positions.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
One year related experience and/or training or equivalent combination of education and experience.

Language Ability:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to customers, staff and students.

Math Ability:
Ability to work with simple mathematical concepts such as addition, subtraction, division and multiplication.

Reasoning Ability:
Ability to solve practical problems and deal with a few concrete variables in situations where standardization exists. Ability to listen to and apply instructions. Ability to request guidance as needed.

Physical Requirements:
Lifting and carrying of items weighting up to 50 pounds. Standing for long periods of time. Kneeling and twisting may be required for short periods of time. Pulling/pushing of janitorial equipment such as floor polishers/buffers and other physical activities necessary in performing janitorial work.

Employee Name ______________________________  Supervisor ______________________________

Date ______________________________  Date ______________________________

Job Description – Janitor – PT
9/3/2010