



---

## GENERAL STAFFING SOLUTIONS

### **POSITION TITLE:**

**Janitors and Cleaners**

### **General Description:**

Cleans and maintains buildings/facilities and keeps buildings in an orderly condition.

Performs heavy cleaning duties such as: cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalks.

### **Skills/Duties:**

- Sweeps, mops, scrubs, and vacuums floors of buildings, using cleaning solutions, tools and equipment
- Cleans or polishes walls, ceilings, windows, plant equipment and building fixtures, using steam cleaning equipment, scrapers, brooms and a variety of hand power tools
- Gathers and empties trash
- Notifies management concerning the need for repairs
- Dusts furniture, walls, machines and equipment
- Moves items between areas manually or using a hand-truck
- Sets up, arranges and removes decorations, tables, chairs, ladders, and scaffolding, for events such
- Requisitions supplies and equipment used in cleaning and maintenance duties
- Sprays insecticides and fumigants to prevent insects and rodents
- Cleans debris from grounds
- Mixes water and detergents or acids in containers to prepare cleaning solutions according to specifications
- Drives vehicles or industrial vacuum
- Performs minor routine painting, plumbing, electrical and related activities
- Removes snow from sidewalks, driveways and parking areas using snowplow, snow blower and snow shovel and spreads snow melting chemicals
- Looks after, cleans, adjusts and services furnaces, air conditioners, boilers and other building heating and cooling systems
- Applies waxes or sealers to wood or concrete floors

### **Requirements:**

May require a high school diploma or its equivalent with 1 – 2 years of experience in the related field or in a related area.

### **Reporting Relationship:**

Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.**

---

**Signature**

**Date**