

## **JOB SPECIFICATIONS**

**JOB TITLE:**        **JANITOR**

### **SUMMARY OF JOB:**

Clean and maintain building and grounds on an on-going basis.

### **JOB DUTIES:**

1.    Cleans entire interior of center on daily basis.
2.    Maintains outdoor area to ensure health and sanitation standards are met.
3.    Requisitions and ensures inventory of supplies in stock
4.    Performs other tasks as directed by Supervisor.

### **QUALIFICATIONS AND REQUIREMENTS:**

1.    Must have a High School Diploma or General Education Development (GED) and the ability to read, write and count.
2.    Past work experience in an environment that was regulated by the health and sanitation department desired.
3.    Past experience cleaning and sanitizing a large facility.
4.    Knowledge of maintenance services.
5.    Must be of good physical health to perform job responsibilities.
6.    **Computer skills are a plus.**