

**MID-PENINSULA HOUSING
JOB DESCRIPTION**

JOB TITLE: Janitor
DEPARTMENT: Maintenance
SUPERVISOR: Community Manager
FLSA STATUS: Hourly/Non-Exempt

Summary

Under the supervision of the Community Manager and/or Maintenance Supervisor, the Janitor is responsible for the upkeep of the project grounds, as well as janitorial support for the maintenance supervisor.

Essential Job Functions

- Pick up refuse daily.
- Sweep sidewalks and parking lots as needed.
- Preparation of vacated units for re-occupancy by performing duties, such as, but not limited to:
 1. Cleaning floors/carpets.
 2. Cleaning appliances (refrigerator, range etc.)
 3. Wiping down walls, doors, windows, screens, countertops, etc.
 4. Cleaning bathrooms.
 5. Cleaning/sanitizing trash container areas.
- Sweeping and cleaning laundry room
- Cleaning of common area restrooms.
- Vacuuming hallway/project office carpet.
- Participate in preventative maintenance program.
- Comply with company safety policies and procedures.
- Weeding the lawn as directed by maintenance supervisor.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function 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.

- Ability to lift, move 30 pounds.
- 6 months janitorial experience.
- Ability to scale ladders.
- Knowledge of chemical safety and necessary precautions.