



Title: Janitorial Services

FLSA: Part Time - Non-Exempt

Pay Grade: \$ 10.00/ hr

GENERAL SUMMARY

Employee will be responsible for the cleaning and maintenance of City facilities including keeping buildings in clean and orderly condition. Employee will work 20 hours per week.

SUPERVISION

General supervision is provided by the Director of Parks, Recreation and Facility Maintenance. Employee will receive close to moderate supervision, depending on individual's experience and task complexity, expected to perform routine assignments independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects and disposes of trash from all offices in designated City Buildings
- Clean building's exterior and interior windows, hallways, kitchens and offices.
- Clean and sanitize restrooms including toilets, urinals, sinks, walls, stall doors, and countertops
- Keep restrooms and break areas well stocked with paper products and supplies.
- Checks buildings for areas that need attention and takes appropriate action to correct problems.
- Work in accordance with safety practices and procedures.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Perform other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Be motivated and able to work independently.
- Ability to understand and follow oral and written instructions.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

- Prefer previous experience in a similar position.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Walks, sits, stands, bends, lifts, and moves continually during working hours. Work is primarily performed indoors. Physical stamina is required to sustain physical labor for the entire 8 hour shift on a regular basis with the ability to lift more than 50 pounds.

ACKNOWLEDGEMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The City retains the right to change or assign other duties to this position.

The essential functions described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the functions of this job. As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Royse City. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations. This job description in no way constitutes a contract or agreement for employment.

Employee Signature

Date

Department Supervisor

Date