

# Pier Park Janitorial

## GENERAL STATEMENT OF DUTIES ≈

The Janitor is responsible for the cleaning of the Pier Park Community Building, Warming Building, and seasonal cleaning of the Bathhouses. You will also be responsible for setting up tables and chairs for scheduled functions in the Community Building and other duties as assigned.

## SUPERVISION RECEIVED ≈

Work is performed under the supervision of the Director of Parks and Recreation, or designee.

## TYPICAL EXAMPLES OF WORK

An employee in this class may be called upon to do any or all of the following. (These examples do not include all of the tasks, which the employee may be expected to perform).

### During the Summer Months ≈

- Thoroughly clean the Women's and Men's Bathhouses daily in the pool area before, during and after pool hours (i.e., sweep/mop floors, clean mirrors/counters/shower walls/toilets/sinks/faucets/drains/changing stations/lockers/benches/windows/window sills. When needed replenish soap, toilet paper, paper towels and air fresheners, and replace urinal screens/blocks and empty trash, etc.)
- Alert Director of Parks and Recreation to broken/faulty equipment (i.e., paper towel/toilet paper dispensers, mops, brooms, etc.)
- Keep Bathhouse supply closets organized and clean
- Make weekly lists of cleaning supplies needed
- Keep supplies clean and in usable condition (i.e., mop heads, sponges, etc.)

### During the Winter & Summer Months ≈

- Clean Community/Warming Building thoroughly daily
    - Great Room
      - Sweep/mop floor
      - Vacuum carpet
      - Clean windows
      - Dust all shoe molding and in all corners
    - Porch
      - Sweep floor
      - Clean all table tops
      - Clean furniture (under/on top of all cushions)
      - Clean all walls
    - Activities Room
      - Sweep/mop floors
      - Clean all windows
      - Clean sink & counter area
      - Dust all shoe molding and in all corners
    - Lobby
      - Sweep/mop floors
      - Vacuum carpet
      - Clean couches (under/on top of all cushions)
      - Dust tables
    - Bathrooms
      - Clean toilets/urinals
      - Sweep/mop floors
      - Clean all doors/walls when needed
      - Empty trash
      - Change air fresheners when needed
      - Replenish toilet paper/paper towels/soap/urinal screens/blocks
      - Clean sinks/counters/mirrors
  - Set up chairs and tables for scheduled events
  - Exterior of building – clean light fixtures/windows/trash cans/lids, sweep, remove snow/apply salt, empty trash/ashtrays
  - Keep Janitor closet clean and organized
  - Make weekly lists of cleaning supplies needed
  - Keep supplies clean and in usable condition (i.e., mop heads, sponges, etc.)
  - Perform light duty maintenance (i.e., changing light bulbs)
- Conference Room
    - Vacuum carpet
    - Clean table (glass top and legs)
    - Clean counter
    - Clean windows/window sills
    - Dust chairs (on top and underneath)
    - Dust all shoe molding and in all corners
    - Empty trash
  - Entrance
    - Sweep/mop floors
    - Dust all shoe molding and in all corners
    - Clean all windows
  - Office
    - Vacuum carpet
    - Sweep/mop floor
    - Clean counter/sink
    - Empty trash
    - Dust all shoe molding and in all corners
    - Clean windows and sills
  - Upstairs
    - Vacuum carpet
    - Clean windows
    - Keep Lakeview and Parkview rooms presentable & organized
  - Kitchen
    - Clean Refrigerator
    - Clean Stove/oven/microwave/oven drawers
    - Clean counters
    - Sweep/mop floor
    - Empty trash cans

## DESIRABLE QUALIFICATIONS FOR EMPLOYMENT ≈

- Some janitorial experience required
- Ability to understand and follow oral and written instructions
- Ability to work effectively with the public and other employees