

JOB DESCRIPTION

Town of Ashland City

CLASSIFICATION TITLE:	Janitor
DEPARTMENT:	Finance
REVISION DATE:	5-30-2023
REPORTS TO:	Finance Director
EMPLOYMENT STATUS:	Temporary Part Time
FLSA STATUS:	Non-Exempt
PAY RANGE:	Pay Grade Level 1

JOB SUMMARY

The primary objective of this position is to maintain a standard level of cleanliness and sanitation of the Town owned buildings. This employee performs general labor activities mainly inside but will require some work outside as well. This position will report directly to the Finance Director for day-to-day operations and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains inventory of cleaning supplies and submits list of needed supplies.
- Completes and submits sanitation checklists to supervisor.

Weekly Cleaning

- Cleans and sanitizes bathrooms including counterspace, sinks, toilets, urinals, furniture, mirrors, and floors.
- Cleans and sanitizes office, conference, and entrance areas including furniture, glass surfaces, and floors.
- Cleans and sanitizes hallway floors.
- Cleans and sanitizes kitchen including wiping down tables and chairs, counterspace, washing dishes, sinks, and appliances.
- Empties trash receptacles and replaces trash liners throughout all offices, restrooms, conference and entrance areas, and kitchen.

Quarterly Cleaning

- Cleans and sanitizes walls, picture frames on walls, and baseboards.
- Cleans and sanitizes interior and exterior windows and window frames.
- Cleans tables and chairs top, bottom, and underneath surfaces.

SKILLS AND ABILITIES

- Must have excellent verbal and written communication skills.

EQUIPMENT OPERATED

- Employees will utilize a ladder, vacuum, mop, cleaning supplies, bleach, soaps, cleaners, broom, and dustpan.

QUALIFICATIONS

- Must possess a valid Tennessee driver's license.
- Pass a criminal background check.

WORKING CONDITIONS

- Working conditions are in an office environment.
- Working environment is office setting.

USUAL PHYSICAL DEMANDS

- Must be able to stand, walk, stoop, climb stairs or ladder, reach, push, pull, grasp, sit, do repetitive motions.
- Lift 50 pounds.

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding SDA, OSHA, and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e.: emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Mayor's Signature

____/____/____
Date

Department Head's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date