

## **JKHC Janitor Job Description**

**Summary:** The Janitor will be responsible for cleaning both the Heritage Center Building and Hospitality House during the Tour Season—May through September, and do a thorough pre-season cleaning in both buildings in late April.

### **Duties and Responsibilities:**

- 1.) Clean the windows and glass doors, dust the window sills, and wipe off any visible smudges or smears'
- 2.) Sweep, dust mop, and or mop the floors in the public areas as often as needed to maintain a clean and healthy environment;
- 3.) Clean and sanitize the bathrooms in both buildings daily, including cleaning and sanitizing the toilets & sinks and mopping the floors daily;
- 4.)

### **Knowledge, Skills and Abilities Required:**

- Knowledge of cleaning products and methods, and what will work on our building surfaces without doing damage;
- Aware of and willing to follow best practices for cleaning public facilities;
- Janitor should be self-motivated and take pride in their work;
- Physically able to do all the cleaning chores required;
- Reliable, and efficient, uses time wisely;
- Able to work independently with little supervision;
- Must have good personal references.

### **Working Conditions:**

- Will be required to work independently and at late evening hours (following the last tour of the day);
- Standing and/or walking for several hours on a concrete surface;