



## **Job Description**

**EMPLOYEE CATEGORY:** Janitorial/Maintenance

**WORKING HOURS:** Monday-Friday and as needed

**STATUS:** Exempt or Non-Exempt

**REPORT TO:** Facility Manager

**GENERAL DUTIES:** Janitorial services for the dorms. Make sure all soap dispensers, toilet paper, and paper towel holders are stocked. Wash, dry and fold linens for clients. Help keep campus free of any trash. Daily walkthroughs of the dorm rooms to inspect for cleanliness.

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### **KEY RESPONSIBILITIES:**

1. Inspect dorms for cleanliness and clean anything that is not clean.
2. Report to supervisor about what is not being kept clean by clients.
3. Wash, dry and fold linen for clients.
4. Pass out clean linen and receive dirty linen from clients.
5. Place orders on computer for hygiene products, linen, and sanitizing solutions.

### **KEY PERFORMANCE INDICATORS:**

1. Being on time for all shifts.
2. Be able to work in a fast-paced environment.
3. Able to report to supervisor any damage noticed in dorms or around campus.
4. Must be able to work well as a team member.
5. Must be kind and courteous to clients and staff.

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### **SKILLS AND ABILITIES REQUIRED:**

- Fluent in Microsoft Word, Excel, and EMR Systems & Databases.
- Communication; verbal, non-verbal, written, and interpersonal
- Effectively works with leadership and team members.
- Confidentiality to employee data and information relating to the TEAM



**REQUIREMENTS:**

- High school diploma or GED
- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Basic maintenance and physical demands, including standing and walking , cleaning, and other janitorial work.
- Must be able to lift at least 25 pounds.
- Able to work safely with a variety of cleaning supplies and equipment.
- Works well independently and has strong time management skills.
- Collaborates with the team.

**ACCEPTANCE:**

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Human Resource

\_\_\_\_\_  
Date