

CITY OF NOME, ALASKA
Job Description

Janitor
Parks and Recreation Department

Range: 9
Department: Parks and Recreation Department
Reports to: Director of Parks and Recreation
Supervises: None

Approved by: 
Date: 6/13/2005
Status: Non-Exempt

Summary:

Under immediate supervision and with detailed guidelines, is responsible for keeping the Nome Recreation Center in clean and orderly condition and minor maintenance of buildings and adjacent grounds by performing the following duties.

Essential Duties and Responsibilities:

Sweeps, dusts, mops, strips, waxes and buffs floors; washes walks, doors, walls, bleachers, fixtures and furniture; vacuums and shampoos carpeting.

May be required to set-up, arrange and take-down tables, chairs, platforms, portable fixtures and furniture.

Rakes and picks up trash from grounds.

Contributes to building security by closing and locking windows and doors.

Cleans and sanitizes restrooms, including saunas, showers, bowls, sinks, floors and walls; keeps bathrooms stocked by replacing tissue, paper towels and soap in dispensers.

Cleans windows; cleans kitchen areas and water fountains.

Maintains and makes minor adjustments to janitorial equipment according to manufacturer's recommendations.

Maintains written reports of cleaning schedules, equipment maintenance and supplies inventory.

May do incidental driving of passenger vehicles and light trucks to deliver supplies and equipment; loads and unloads trucks.

Empties and washes trash and garbage containers.

required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.