

Position Title: Part-Time Village Janitor

Department: Administration

Position Reports to: Village Administrator

Position Function

This position is responsible for maintaining cleanliness and orderliness within the Village Office weekly, as well as, the Community Center and Park Pavilion/Restrooms when warranted.

Job Responsibilities

- **Cleaning:** Responsible for cleaning floors, including sweeping, mopping, and vacuuming. They also clean surfaces such as windows, walls, and furniture. This may involve using various cleaning agents and equipment.
- **Trash Removal:** Emptying trash cans and disposing of waste appropriately. Ensure that trash is properly segregated and disposed of according to regulations.
- **Restroom Maintenance:** Cleaning and sanitizing restrooms is an essential part of the job. This includes cleaning toilets, sinks, mirrors, and replenishing supplies such as soap, paper towels and toilet paper.
- **Stocking Supplies:** Ensure that cleaning supplies, toiletries, and other necessary items are adequately stocked and available for use.
- **Safety Compliance:** Responsible for ensuring that the facility complies with safety standards. This may include identifying and addressing potential hazards, such as spills or tripping hazards.
- **Reporting:** Required to report any maintenance issues or damage that require attention beyond their capabilities.
- **Specialized Cleaning:** Weekend “on call” cleaning of the Community Center and Park Pavilion/ Restrooms before and/or after rentals.
- **Following Procedures:** Follow established cleaning procedures and schedules to ensure that all areas are properly maintained.

Experience and/or Other Requirements

Minimum high school diploma or equivalent. Must pass a drug screen and background check. Must be able to work weekends if warranted by rentals of the Community Center.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

Shannon Shulters
Village Administrator

By: _____

Date: _____

Date: _____