
Biola Community Services District

POLICY HANDBOOK

adopted: 11/28/2012

POLICY TITLE: Job Description – Janitorial

POLICY NUMBER: 29xx

29xx.1 General Job Description

Under the direction of the General Manager and with a minimum of supervision:

- (a) unlocks, opens, locks, closes, and operates alarm systems of buildings;
- (b) reads, follows, and plans daily activities based upon building janitorial maintenance plan;
- (c) provides services by hand and equipment in building banquet hall, hallways, kitchen, restrooms, offices, etc.;
- (d) maintains an inventory of cleaning and toiletry supplies;
- (e) collects and disposes of garbage and rubbish;
- (f) sweeps, vacuums, mops, strips, sanitizes, shampoos, waxes, and polishes various floor surfaces by hand and using powered machines equipped with rotating brushes;
- (g) washes, wipes, and cleans walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders;
- (h) washes, wipes, cleans, polishes, and disinfects various surfaces, equipment, and fixtures using appropriate cleaners and polishing compounds;
- (i) cleans litter, glass, and other debris from immediate exterior areas of entry doors;
- (j) replaces light bulbs;
- (k) restocks and maintains toiletry and towel dispensers;
- (l) requisitions through General Manager, or his/her designee, supplies, equipment, tools, and materials as needed.
- (m) makes recommendations for repair and improvements to buildings, grounds, and equipment, and;
- (n) performs related work as assigned;

29xx.2 Prerequisite Qualifications

- (a) Knowledge of standard methods, practices, cleaning solutions, tools, and equipment of janitorial service;
- (b) Knowledge of occupational hazards and safety rules;
- (c) Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions;
- (d) Ability to access and use personal computing equipment, and;
- (e) Ability to follow instructions, and work with minimal supervision;

(f) Valid California driver license and satisfactory driving record.

29xx.3 Basic Work Hours: Part-Time Flexible, normally about 4 to 8 hours per week (as scheduled by General Manger or his/her designate), between 8:00 AM to 5:00 PM, Monday through Friday, but with occasional weekend days following banquet hall events.

29xx.4 Hourly Compensation: \$14.00