

JOB DESCRIPTION

Position: Daily Club Janitor
Supervisor: Director of Operations
Status: Seasonal for Summer/ Hourly/ Non- Exempt
Work Schedule: 6 hours per day – Monday through Friday

Job Summary

Under the direction of the Director of Operations, the Janitor will be responsible for maintaining daily Club cleanliness, order, and safety of Club's Townsite facility in order to support the health and wellness of members, staff, and visitors based on a routine maintenance schedule for high touch areas.

In the current COVID-19 environment, BGCO's Janitor position is a temporary position based on the needs of the organization for an individual with experience in custodial work. Janitor will be responsible to understand and abide by BGCO policy, procedure, and expectations during this temporary time.

Required Education/Experience:

- One year of related cleaning/custodial housekeeping work and customer service interactions with the public
- Ability to speak and write Standard English appropriate to a public setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, and pre-employment drug screening.
- First Aid and CPR certification
- Excellent communication skills – ability to communicate effectively and maintain positive interactions with Supervisor and on-site BGCO staff team

KEY ROLES (Essential Job Responsibilities)

- Able to engage in physical activity without limitations.
- According to a daily cleaning routine, priority will be to clean, sanitize, disinfect all high touch and frequently used areas within the BGCO – including, but not limited to:
 - Doorknobs/latches/push-bars
 - Light switch faceplates
 - Public surfaces – counter tops, table tops, desktops, lunch tables
 - Chairs
 - Window latches
- Clean building floors by sweeping, mopping, or vacuuming.
- Gather and empty trash and recycling.
- Service, clean, and supply restrooms.
- Service, clean, and fill all Club handwashing and sanitizing stations.
- Follow procedures for the use of chemical cleaners, disinfectants, and power equipment, in order to prevent damage to floors, fixtures and the Club.
- Notify Supervisor of any facility or safety concerns that require major repairs or additions to building operating systems.
- Request supplies and equipment needed for cleaning and maintenance duties, in accordance with established BGCO purchase request policies.
- Set up, arrange, or move tables, chairs, or equipment to prepare facilities for BGCO programs.

- General maintenance of grounds.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Performs other duties as assigned.

OTHER RESPONSIBILITIES

- Implements the safety plan at the site.
- Possess reliable transportation to and from program site.
- Complies with organization and site policies and follows procedures.
- Attendance and participation at all required staff meetings/training.
- Adherence to all BGCO policies and procedures and CDC operational guidance for health and safety.

OTHER SKILLS:

- Ability to work cooperatively and collaboratively with staff, Supervisor, BGCO members.
- Ability to communicate effectively, positively, and demonstrate sensitivity to others.
- Excellent organizational and management skills.
- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to engage in physical activity with members without limitation.
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.
- Ability to work inside and outside in varying weather conditions; employee may be exposed to sunny, wet, or humid conditions outside of their immediate control.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds.

As the current COVID-19 situation evolves and the needs of the BGCO organization change, this temporary position *will* evolve, and other duties/assignments may be assigned or revised by BGCO Management Team.

I have read and agree to carry out the above stated job responsibilities.

Employee Name: _____ Date: _____

Employee Signature: _____

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job, rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.