

Sunland Golf & Country Club

Janitorial Job Description

We are looking for a janitor to take care of our building and carry out cleaning, maintenance and security duties. The goal is to keep our building in a clean and orderly condition, do banquet set up and tear down for events, and be flexible in available work schedule. **Our current opening is for Saturdays and Sundays from 7:30AM – 10:30AM, plus coverage for random vacations, absences, and/or needs for additional support. Salary \$12.00 per hour.**

Responsibilities

- Ensuring spaces are prepared for next day activities. This includes setting up, tearing down, arranging and removing tables, chairs, podiums, to prepare for events such as banquets and meetings, per floor plan diagrams provided by management.
- Moving heavy furniture, equipment and supplies either manually or by using hand trucks.
- Sweeping, mopping floors, vacuuming carpets, gathering and empty trash, dusting, cleaning windows, and mirrors, wiping doors and walls.
- Washing and sanitizing toilets, sinks and restocking disposables. (ie. paper towels, toilet paper, soaps.)
- Perform and document routine inspection and maintenance activities, per checklist provided.
- Carry out heavy cleansing tasks and special projects as requested.
- Mix water and detergents or acids in containers to prepare cleaning solutions in accordance to specifications.
- Steam clean or shampoo carpets as needed; clean and polish floors.
- Make adjustments, and minor repairs.
- Notify management of occurring deficiencies or needs for repairs.
- Requisition supplies and equipment needed for cleaning and maintenance.
- Stock and maintain supply rooms.
- Cooperate with the rest of the staff.
- Follow all health and safety regulations.
- Secure facilities after operating hours by locking doors, closing windows and setting alarms.

Requirements

- Proven work experience.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of cleaning chemicals and supplies.
- Familiarity with Material Safety Data Sheets.
- Attention to detail.
- Flexible work schedule.
- Integrity and ability to work independently.
- Ability to physically handle heavy lifting (to at least 50 lbs.).
- Ability to be on your feet for up to 6 hours.
- High school diploma is preferred by not required.