

JANITORIAL/ PART TIME OFFICE POSITION DUTIES

OFFICE DUTIES

- a. Office duties will fall under the direction of the City Clerk.

JANITOR DUTIES

Clean both restrooms:

- a. Toilet bowls
- b. Sinks
- c. Mirrors
- d. All floors in the building must be swept and mopped once a week or as needed.
- e. Replenish paper products as needed.

Kitchen:

- a. Clean the big room and all facilities after each rental use.
- b. Appliances scrubbed inside and out, pulling them out from the wall and cleaning behind and underneath as needed.
- c. Walls and cabinets washed down once a year.
- d. Cabinets should be emptied and washed once a year.

Windows:

- a. Windows washed inside and out every four months or as needed.

Sidewalks:

- a. Sidewalks will be hosed down, blown off or swept as needed. Garbage picked up around the building

Carpet runners/Rugs:

- a. Vacuum each week

Dusting:

- a. Cobwebs will be swept down throughout the building as needed. All ledges and window sills should be dusted weekly or as needed.

Lights:

- a. All lights should be off when leaving the building.
- b. Burned out light bulbs should be changed out as needed for the lower lights. Please report the higher lights that are out to the clerk. Maintenance can assist with this.

All cleaning supplies, paper products, vacuum, hoses or nozzles are furnished by the City.