



PART TIME POSITION

Position: Janitorial
Salary: \$9.00 – \$11.00 hr.
Schedule: Daily (early mornings or evenings) about 3 - 4 hours a day Mon – Thur, and about 5 hours Fri or Sat).
Closes: Wednesday, October 12 at 5:30 p.m.

GENERAL PURPOSE

Under general supervision of the City Finance Director/Recorder, this employee will be responsible in cleaning the city office building (including the training room and restrooms in the fire and ambulance bay once a week) Police Dept. and library.

ESSENTIAL FUNCTIONS

1. Empties and cleans wastebaskets and removes trash to specified locations for proper disposal daily.
2. Spot cleans carpets and walls.
3. Spot cleans windows and glass.
4. Mops front entry, hall, and rest rooms. (Move mats at the office and clean under them.)
5. Cleans restrooms daily.
6. Vacuum carpet areas daily.
7. Dusts office furniture and equipment.
8. Dusts and cleans windows and window blinds.
9. Polishes wood doors, rails, etc.
10. Cleans light fixtures as needed.
11. Cleans debris from front and back doors - (city crew does snow removal).
12. Orders cleaning supplies or coordinates through office personnel.
13. Waters and cares for plants.
14. Cleans meeting room and restrooms above fire station (weekly).
15. Is governed by Salem City Personnel Policy.
16. Must be willing to attend all safety and other city employee meetings as needed.
17. Other items determined by office staff.

POSITION QUALIFICATIONS

1. Must be able to work on their own.
2. Must know how to clean.
3. Must be detailed oriented.
4. Must be at least 18yrs.