

JOB DESCRIPTION FOR IDAHO CITY

Title: Janitor

Effective Date: October 5, 2020

Hourly Rate: \$10.00

General Purpose and Duties:

Perform a variety of janitorial services at the Visitor's Center, City Hall, and Community Hall, RV dump area, baseball facilities, and other City buildings as specified. Job includes, but is not limited to cleaning, grooming, and the hauling of trash. Overall, the job is to keep facilities presentable. Report repairs as needed and any vandalism or damage to facilities as discovered. No more than 20 hours weekly unless approved by supervisor.

Visitor's Center-no more than 8 hours per week

Clean mirrors, sinks, toilets, sweep/mop, stock toilet paper, fill soap dispensers, empty trash in restrooms & big cans (haul to dumpster), pick up trash around tables and around building, wipe tables down, sweep in front of building stalls as needed, clear cobwebs and spider webs from front of building, ceiling and along walls, wipe signs, move benches and sweep walls and boardwalks, wipe statues down, clear snow from walkways and boardwalks in winter.

City Hall – once a week-no more than 2.5 hours per week

Restrooms – clean mirrors, sinks, toilets, sweep, mop, stock toilet paper & paper towels, fill soap dispensers, empty trash

Front door thru to entrance into City Hall, sweep, mop, clean windows in front doors & middle doors. Dust table areas.

In the Council area, must vacuum rug, dust the counters, desks, and wipe the benches & table, empty trash cans, place trash in big garbage can in closet and take to city dumpster, dust walls & woodwork & window sills

Upstairs vacuum floors, clean off dead flies & bugs with vacuum

Community Hall – as needed. Check calendar @ City Hall -no more than 4 hours per event

Restrooms – toilets, mirrors, sinks, stock toilet paper & paper towels, sweep, mop, trash emptied

Kitchen – wipe counters, clean sinks, stove, frig (as needed), sweep, mop, sweep area rugs, trash (haul to dumpster)

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Hall – make sure tables & chairs are put up, sweep, mop, wipe bars/table tops, wipe window sills and clean windows, clean air ducts up in ceiling

Park, Ballfield & Rodeo Grounds – daily when open-no more than 10 hours per week

Report vandalism to Chief of Police. Clean mirrors, sinks, toilets, sweep, and mop, wipe down stalls as needed, stock up empty soap, toilet paper, towels. Haul trash to City dumpster.