



Job Title: Janitorial Specialist **Job Group:** A
Location: Various Locations- Buffalo, New York
Reports to: VP of Facilities & Purchasing, Facilities & Purchasing Specialist

SUMMARY OF DUTIES:

The position is responsible for janitorial duties of the facilities. Janitorial duties are performed according to established routines and procedures and are repetitive in nature. Work may require lifting of heavy objects and working in inclement weather.

RESPONSIBILITIES:

- Perform the duties of a janitor to include sweeping, mopping, vacuuming, dusting, and polishing furniture, washing walls and windows, collecting and removing waste, cleaning restrooms and replacing restroom supplies.
- Maintain building security such as locking and unlocking site entrances along with disarming and rearming alarm systems.
- Report any safety issues to Facilities and Purchasing Specialist.
- Assists Facilities Maintenance Worker with any required tasks.
- Travels to different sites and locations.
- Moves furniture, equipment and supplies as needed to maintain a high level of cleanliness.
- Maintains a supply inventory and recommends custodial purchases to the FPS
- Maintains an on-site log of cleaning needs and concerns.
- Follows safe work practices. Other duties as assigned.

REQUIRED KNOWLEDGE, AND SKILLS:

Knowledge of basic janitorial equipment and commercial cleaning techniques. Use basic maintenance and repair equipment such as, but not limited to, floor buffers, carpet extractors, vacuum cleaners and twist and fill station. Work independently and as a member of team under absence of direct supervision. Understand and carry out oral and written instructions. Adhere to standard safety and precautions. Interact in a professional and respectful manner with facility staff and clients.

Full-time. Hours: Monday – Friday 4pm-12am or 5pm- 1am. \$12.00 per hour.

QUALIFICATIONS:

High school diploma or general equivalency diploma (GED). At least 6 month of cleaning experience. Valid New York State driver's license and possess reliable vehicle.

To apply, please use the following link:

https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220548&lang=en_US&source=CC2