

Opening: *Janitor Services*

Location: Yorktown, VA

Pay Rate: \$TBD

Schedule: 7 Days Per Week

Hours: 8 hours

Minimum Requirements: High school diploma or GED equivalent. Minimum, 2-3 years of experience in the care and cleaning of buildings with the ability to pass/maintain a clean background screening. Must be able to Buff, Wax, Strip, and Carpet Shampooing.

Essential Duties and Responsibilities: Perform and oversee a variety of janitorial and/or custodial tasks to maintain clean and safe buildings and grounds:

- **BOWLS, URINALS, & PORCELAIN WARE CLEANING:** Shall completely clean and disinfect toilet bowls, urinals, sinks, mirrors, dispensers, and connecting pipes using an approved germicidal detergent. After cleaning with a cleaner-disinfectant, all porcelain and enamel fixtures such as toilets, urinals, sinks, etc., will be clean, bright, and free of streaks. Must refill and clean all dispensers.
- **DAMP-WIPING:** Damp-wipe the surface area of all stall partitions, doors, window frames, sills, vents, wastepaper receptacles, and other fixtures (including hand dryers), utilizing a multi-purpose disinfectant-deodorizer cleaner, or plain water, as appropriate.
- **CLEAN DRINKING FOUNTAINS:** Shall clean and disinfect all porcelain and polished metal surfaces, including orifices and drains, so that after cleaning, the entire drinking fountain and adjacent walls are free of streaks, stains, spots, smudges, scale and other obvious soil.
- **DUSTING:** Shall perform dusting, so that after dusting, all dust, lint, litter, and dry soil shall be removed from surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment, and from ledges, windows sills, handrails, etc., to ceiling level. Corners, crevices, molding, radiators, grills, wood trim, and ledges will be free of dust, dirt, and cobwebs.
- **GLASS CLEANING:** Glass windows, doors, display cases, panels, mirrors, surfaces, transoms, clock faces, pictures, and other items will be clean and free of dirt, grime, dust streaks, watermarks, smudges, fingerprints, spots, lipstick and moisture.
- **FLOOR MAINTENANCE:** Floors will have a uniform appearance, be clean and free of dust, dirt, fuzz, scuff marks, heel marks, stains, discolorations and lint. No dirt will be left in corners, behind radiators, under furniture, or behind doors. Perform wet & dry mopping.
- **CLEAN EXTERIOR ENTRYWAYS.** Cleaning, exterior entryways are free of trash, paper, cigarette butts, empty bottles, and cans. Sweeping shall be done on entryways to ensure areas are free of dirt, leaves, paper and other debris.
- **VACUUM CARPET.** Shall vacuum all carpeted floor areas including corners and abutments, shall vacuum privately owned rugs or carpets area at the regular frequency.
- **PERFORM SPOT CLEANING.** Shall perform spot cleaning to remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors and fixtures.
- **GRAFFITI REMOVAL:** Graffiti will be removed from signs, walls, surfaces, and panels using a cleaner-detergent.
- **GROUND:** The sidewalks to buildings, as well as brick paver areas, will be policed and swept, and freed of trash, refuse, cigarette butts, loose sand, string, paper, cans, bottles, and other debris.
- **HUMAN & ANIMAL WASTE:** Cleaning of human or animal waste and excrement will commence AS SOON AS POSSIBLE after the notice.
- **PLEXIGLAS CLEANING:** Plexiglas windows, cases, covers, and panels will be clean and free of dirt, grime, dust, fingerprints, streaks, watermarks, smudges, spots, and excess moisture.
- **STAIN REMOVAL FROM POROUS SURFACES:** Grease, oil-based dirt and soil, and other stains will be carefully removed from porous surfaces such as brick, concrete, etc., without damage to the existing surfaces.
- **TRASH.** Waste receptacles in public use areas will be emptied and returned to their initial location at least daily, and any time the can is more than 75% full.
- **BABY CHANGING STATIONS:** Clean at least daily, and more often as needed. Surfaces should be thoroughly cleaned; rinse with clear water, leaving no film. As the final step, wipe with a sanitizing cloth.
- **KITCHEN/BREAK ROOM SINKS & COUNTERTOPS:** Clean with a disinfecting cleanser, to include sink strainers and drains.
- **RECYCLING:** Collect all cardboards and place in an area designated by COR.

To apply: Please submit an employment application by email to info@hpcemployment.org or by fax to (310) 756-1562. An application can be obtained from our website at www.hpcemployment.com on the "Careers" page under the "Forms" tab.