**MAJOR PURPOSE:**
The Janitor position is an entry-level position in the Facilities Department performing various janitorial tasks including, but not limited to, sweeping, dusting, mopping, vacuuming, scrubbing, operating and maintaining cleaning equipment, restocking supplies, and removing garbage.

**ESSENTIAL FUNCTIONS:**
1. Clean and supply designated facility areas including sweeping, dusting, mopping, vacuuming, scrubbing, and garbage removal.
2. Operate and maintain floor machines, vacuums, hand tools, window cleaning equipment, etc.
3. Stock and maintain supply closets
4. Follow all health and safety regulations

**EDUCATION/CERTIFICATIONS:**
- GED

**REQUIRED KNOWLEDGE:**
- Basic understanding of floor care tools and methods
- Basic understanding of cleaning chemicals and safety

**SKILLS/ABILITIES:**
- Ability to follow basic instructions
- Ability to operate floor machines - training will be provided
- Ability to work with mild cleaning chemicals and noisy equipment
- Ability to work in dirty or dusty conditions

**WORKING ENVIRONMENT:**
The employee agrees to promote the values and mission of WJU as a private, Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

**WORKING CONDITIONS:**
The employee is regularly exposed to dirty and dusty conditions. At times, the work requires use of noisy equipment. Work is often routine and physically demanding.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, bend, and use hands to clean and make repairs; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, legs, hands, and/or fingers. The employee will occasionally lift and/or move up to 75 pounds. Specific vision
abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date