

**TOWN OF SPENCER, NC  
JOB DESCRIPTION, APRIL 2019**

**JOB TITLE: PART-TIME JANITOR  
TOWN HALL**

<b>Salary:</b>	Negotiable	<b>Department:</b>	Town Administration
<b>FLSA Status:</b>	Non-exempt	<b>Closing Date:</b>	Open Until Filled

**Distinguishing features of the class:**

Under general supervision of the Town Manager or Designee, an employee in this position performs routine, manual work cleaning and maintaining Town Hall. Employee will be responsible for performing routine janitorial activities daily and notifying management of the need for additional cleaning supplies and/or facility repairs.

**Essential job functions:**

- Clean designated building areas (sweeping, vacuuming, mopping, restroom cleaning, etc.)
- Dusts and arranges furniture
- Gather and empty trash and trash bins
- Clean and sanitize restroom(s) and stock or re-stock with supplies
- Sorts and stores materials for recycling
- Keep building secure by locking doors
- Clean spills and other hazard with appropriate equipment
- Wash walls and windows as needed
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or need for repairs
- Stock and maintain supply rooms
- Work collaboratively with all town employees
- Follow all health and safety regulations
- Other duties as assigned

**Job related physical activity requirements:**

Position involves light work requiring the employee to exert up to 20 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing. Sufficient visual acuity is required to prepare an analyze data and figures, perform accounting function, transcription, and use a computer. An employee in this position will not be exposed to adverse environmental conditions.

**Required knowledge, skills and abilities:**

Knowledge of cleaning chemicals and supplies, ability to work well under minimal supervision, strong attention to detail, capacity to take direction, ability to manage time efficiently, integrity and ability to work independently.

**Acceptable experience and training:**

- High school degree or equivalent
- Previous experience working as a Janitor

The Town of Spencer requires a clean drug screen and satisfactory background check as required by the State of North Carolina.