



Janitor Job Description

Status: Non-Exempt

Position: Full Time

Supervisor: Property Manager

This is position, performs routine and assigned work including but not limited to: preventative cleaning work on building systems, event set up support, and support for other department members. This position is supervised by the Property Manager and works closely with other department leads to identify and schedule cleaning work. The ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Picks up refuse in and around the property daily
- Sweeps sidewalks and parking lots as needed
- Prepares vacated units for re-occupancy
- Sweeps and cleans laundry room
- Cleans common area restrooms and laundry rooms
- Vacuums hallway/project office carpet
- Participates in preventative maintenance programs
- Complies with company safety policies and procedures
- Weeds the lawn as directed by Property Manager
- Performs other duties as requested
- Assist with cleaning office, community room cleaning and laundry rooms etc.

QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent required.
- At least three to five years of maintenance experience required of progressive maintenance experience and a demonstrated ability to perform duties with no supervision is necessary for this position.
- Prior experience in maintenance in a multi-unit apartment setting, is required.
- Basic computer skills.
- Work orders software management.
- A vehicle may be required with possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California

Language Skills: Ability to effectively communicate with supervisor, employees, and residents. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Bilingual (English/Spanish) would be an asset to this position.

Physical Demands: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to lift, move, and/or carry 50 pounds.
- Ability to effectively perform construction cleanup.
- Ability to climb up ladders and/or staging.
- Ability to enter crawl spaces.
- Able to perform repetitive motion like sweeping, cleaning, twisting (body or arm)
- Specific vision abilities including corrected vision, i.e., glasses and/or contacts. Ability to determine color, especially when working with electrical wiring.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to all weather conditions. Work in all buildings and on roofs. Walks, climb ladders, stoops, kneels, crouches, reaches, sits, bends, and stands for long periods of time. Must be able to lift, push and pull 50 lbs. May be required to work beyond normal work hours and be available for emergencies as need it.

Application Process: Please submit your resume to NVCH, 150 Camino Dorado, Napa, CA 94558; Attention: NVCH HR Department. Resumes can also be emailed to nvch.org or faxed to 707-255-0252.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____