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### Opening: *Janitor, City of Roanoke*

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**Location:** Roanoke, VA    **Pay Rate:** \$7.25-\$8.25/Hour; Minimum One (1) Year Project    **Hours:** 7:00 AM – 10:00 AM  
**Benefits:** Dental, Vision; 401k; Direct Deposit

**Minimum Requirements:** High school diploma or GED equivalent. Minimum, one year of experience in the care and cleaning of buildings with the ability to pass/maintain a clean background screening.

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

1. Cleans and services restrooms.
2. Sweeps, vacuums, and mops floors and stairways.
3. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.
4. Makes rounds of buildings and grounds at regular intervals at night; inspects doors, windows, and locks to see that they are properly and securely fastened; answers night telephone and doorbells.
5. Locks and unlocks buildings.
6. Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.
7. Dusts such items as blinds, furniture, file cabinets, and windowsills using treated dust mittens, cloths, or hand-cleaning items.
8. Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes.
9. Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
10. Maintains an inventory of cleaning and toiletry supplies.
11. Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.
12. Cleans grounds and parking lots of litter, glass, or other debris.
13. Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.
14. Replaces light bulbs and fuses.
15. Deep Clean/Shampoos carpets.
16. May perform ground maintenance including removal of snow from sidewalks, salting walkways, mowing small areas of grass, trimming shrubs, etc., at an office site.
17. Performs related work as assigned.

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