

Job Description – Janitor

Location: Harrisonburg, VA Area Warehouses
Reports to: Warehouse Supervisor / Harrisonburg VP, Manager

Responsibilities:

- **GSA / Blue Stripe Warehouse**
 - Open Areas
 - Sweep/vacuum floors, wet mop where necessary
 - Windex windows and doors
 - Dust where appropriate
 - Water All Plants
 - Conference Room
 - Empty trash
 - Straighten chairs
 - Place phones in proper areas
 - Dust where appropriate
 - Vacuum floors
 - Cubicles
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Offices
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Kitchen
 - Empty trash
 - Empty/clean coffee pot
 - Wash and put away dishes
 - Clean microwave and refrigerator
 - Sweep/vacuum floors, wet mop where necessary
 - Restrooms
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Clean all fixtures and wall splashes
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
 - Supply Closet
 - Sweep Floor, wet mop where necessary
 - Put away supplies

- **Green Stripe Warehouse**
 - Employee Break Room
 - Empty trash
 - Clean/dust desk tops, tables, phone handle/receiver
 - Sweep/vacuum floors, wet mop where necessary
 - Clean microwave and refrigerator
 - Office (Upstairs)
 - Empty trash
 - Clean table tops and chairs
 - Sweep floor, wet mop where necessary
 - Sweep wooden steps
 - Supply Closet
 - Sweep Floor, wet mop where necessary
 - Put away supplies
 - Restroom
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
- **Black Stripe Warehouse**
 - Employee Break Rooms (2)
 - Empty trash
 - Clean/dust desk tops, tables, phone handle/receiver
 - Sweep/vacuum floors, wet mop where necessary
 - Clean microwave and refrigerator
 - Offices (3)
 - Empty trash
 - Clean/dust desk tops, tables, phone handle/receiver, computer
 - Sweep/vacuum floors, wet mop where necessary
 - Supply Closet
 - Sweep Floor, wet mop where necessary
 - Put away supplies
 - Restrooms
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary

- **Purple Stripe Warehouse**
 - Office
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Restroom
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
- **Flex II Warehouse**
 - Modular Office
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Restroom
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
- **cPad3 Warehouse**
 - Modular Office
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Restroom
 - Clean mirrors
 - Clean toilet/urinal
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
- **Early One Warehouse**
 - Collect trash on Mondays and Thursdays. Take trash to the dumpster out back
 - Clean/wash exterior windows periodically
 - Other duties as assigned
 - Restroom
 - Clean mirrors
 - Clean toilet/urinal

- Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary
- **Belle Circle Warehouse**
 - Modular Office
 - Empty trash
 - Clean/dust counters, desk tops, phone handles and computers
 - Sweep/vacuum floors
 - Restrooms (2)
 - Clean mirror
 - Clean toilet
 - Clean sink
 - Fill dispensers with soap, towels, tissue, etc.
 - Stock bathroom with paper supplies
 - Sweep/vacuum floors, wet mop where necessary

Ancillary Services – as required

- Carpet Cleaning
- Floor finishing – buffing, waxing
- Interior window/treatment cleaning
- Exterior window cleaning

All supplies are provided by InterChange

Qualifications:

- Quick learner
- Desire to work hard
- Previous cleaning experience helpful
- Ability to pass a government background check is required

Training and Experience:

- Experience in the area of housekeeping recommended but not required. General knowledge of cleaning and janitorial services is required.

License/Certificates:

- Possession of a valid state driver's license is required.

Wage Scale:

- Based on experience and qualifications

This job description reflects management's assignment of essential functions and nothing in this job description restricts management's right to assign or reassign duties at any time.