

## **Facility Janitor and Evening Security**

### **Job Description**

**April 2021**

**Department:** Facilities

**Title:** Janitor/ Evening Host/Security guard

**Direct Report:** Director of Operations

### **General Description**

Responsible for cleaning buildings, removing trash and debris outside, and keeping areas on our property maintained. Vacuum the Ankeny building and Sanctuary, empties trash receptacles and dusting. This person is also responsible for keeping both of our facilities (Ankeny/Sanctuary) safe by making rounds and checking/alarming all of the doors. Also, verifying that all after hour visitors are permitted to use the facility. This candidate will also need to have the ability and grace to talk to our houseless population and be prepared for confrontational situations. This is a full time position with benefits.

### **Primary responsibilities**

- Sweep, mop, and vacuum floors
- Clean buildings by emptying trash, and cleaning surfaces
- Dust furniture and scrub surfaces with appropriate cleaning solutions
- Clean and service restrooms with mops and disinfectants
- Restock all required bathroom dispensers (soap, toilet paper, paper towel, etc.)
- Scrub the toilets semi-weekly to ensure all groups are entering a clean space
- Make sure offices are being cleaned weekly (vacuuming, trashes emptied and light dusting)
- Clean and remove stains from surfaces
- Clean windows, glass doors, and mirrors
- Monitor building security and safety by locking doors, closing windows, and setting the alarm after operating hours
- Check calendar daily to ensure set up for all groups is complete and ready for use
- Break down rooms to normal condition ready for general use
- Identify and report possible repairs (possible fire/safety/sanitary hazards)

### **Experience**

This is an entry level position that requires a high school diploma/GED.

### **Job Hours**

**Monday – Friday 1:30pm-10pm with options to shift hours on Tuesdays for staff meetings at 10am and Friday to come in earlier.**