

# Janitor Job Description

---

- Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming them
- Mow lawns, cut grasses, and trim shrubs or trees around the designated environment
- Clean, polish office tables, chairs, desks and all other furniture used in the office or the entire building
- Dust mechanical devices like monitors, desktops, printers, and any other device
- Clean windows, doors, glasses and mirrors with soapy water, sponge and any other necessary cleaning substance
- Make minor repairs to plumbing, electrical, heating, and cooling systems in a building
- Maintain the supply and equipment needed for cleaning duties
- Make sure that waste bins are emptied to avoid trash littering around
- Restock or resupply restroom papers and make sure the toilet is in a good condition
- Take good care of the environment or building to make sure that hazardous materials are removed
- Meet with any authority in the building to make request for items needed for work
- Take careful and safety measures in the use of chemicals which can be harmful to the body or can damage things
- Unlock and lock building doors early in the morning and late in evening respectively.