



## NEW Health Programs Association

**Title:** Janitor  
**Department:** Facility  
**Supervisor:** Clinic Site Manager for Facility  
**FLSA Status:** Non-exempt

**Purpose of Job:**

Improve the overall health of the communities we serve through effective janitorial services to assigned NEWHP facilities.

**Essential Duties and Responsibilities:**

Entry and Lobby Areas:

- Spot clean entry door, frame, and walls.
- Dust all furniture, counters, and window sills.
- Sanitize all toys and telephones.
- Vacuum upholstered furniture.
- Spray furniture with disinfectant.
- Vacuum carpets, sweep and mop all floor surfaces.

Office Areas:

- Gather trash.
- Dust desks, chairs, other office furniture, and window sills.
- Spot clean doors, frames, and walls.
- Vacuum carpets, sweep and mop all floor surfaces.

Lab Areas:

- Sanitize sink and counter.
- Gather trash.
- Dust all furniture.
- Sweep and mop all floor surfaces.

Exam Rooms:

- Sanitize sink and counter.
- Sanitize exam tables.
- Dust all furniture and window sills.
- Sweep and mop all floor surfaces.
- Gather trash.
- Spot clean door, frames, and walls.

Kitchen/Break Areas:

- Dust all furniture.
- Gather trash.
- Sanitize table, counter, and sink.
- Vacuum floor surfaces.
- Wash and/or put away dishes.

Restrooms:

- Sanitize sink, toilet, toilet seats, urinals, and counters.
- Spot clean door, frames, and walls.
- Clean mirrors.
- Gather all trash.
- Sweep and mop all floor surfaces.

- Sanitize shower, if applicable to site.

Miscellaneous Service in All Areas:

- Dust all high ledges and moldings within reach of a 6' ladder.
- Edge vacuum all carpet as needed.
- Water all plants weekly.
- Dust venetian blinds.
- Dust and clean all light covers.
- Clean Windows and glass partitions as necessary.
- Perform other duties as assigned.

**Qualifications:**

Education/Experience: High school diploma or GED required. Previous janitorial experience preferred. Infection control training preferred.

Skills: Must know how to use cleaning equipment and supplies. Knowledge of chemicals and solutions. Duties performed will require working evenings and weekends when facilities are closed.

**Physical Demands:**

The Janitor position requires standing, moving, crouching, bending and twisting. Requires the use of hands and arms to reach and the use of fingers and hands to manipulate. Lifting 10-25 lbs. Frequently, periodically 50+lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_