



SAN ELIJO

JOINT POWERS
AUTHORITY

Invites your interest for the position of

Janitor Temp - Part-Time

Hourly Rate: \$17.00 per hour



THE OPPORTUNITY

Under direct supervision of the Director of Finance and Administration or designee, the Janitor Temp performs a variety of duties involved in the janitorial cleaning and maintenance of the SEJPA offices and facilities. This includes general cleaning and maintenance of designated areas to keep all SEJPA spaces in safe, healthy, and orderly condition.

Job Functions

- ◆ Practice and promote SEJPA Mission, Vision, and Values.
- ◆ Follow all health and safety regulations.
- ◆ Dispose of all trash and recycling within buildings or on the grounds.
- ◆ Sweep, mop, and/or vacuum all floors within buildings.
- ◆ Dust and wipe down all surfaces and countertops.
- ◆ Sanitize furniture and other high-touch areas.
- ◆ Clean all areas within restrooms including but not limited to sinks, faucets, counters, toilets, stall doors and handles, and mirrors.
- ◆ Replenish all restroom and breakroom supplies including but not limited to toilet paper, toilet seat covers, paper towels and soap dispensers.
- ◆ Communicate for regular orders of tools and supplies. Stock and maintain designated supply areas as orders are delivered to SEJPA.
- ◆ Perform any additional spot cleaning, as needed (e.g., ceiling vents).
- ◆ Perform and document routine inspection and maintenance activities.
- ◆ Notify management of occurring deficiencies or needs for repairs, both within and beyond the scope of the position requirements or abilities.

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Requirements and other Qualifications

- ◆ Basic janitorial materials, methods, and practices.
- ◆ Basic principles of timeliness, efficiency, and honesty. Ability to work independently.
- ◆ Great attention to detail.
- ◆ Basic knowledge of performing facility maintenance in a safe and effective manner.
- ◆ Perform manual labor for extended periods of time, both indoors and occasionally outdoors.
- ◆ Understand basic occupational hazards and standard safety precautions necessary in maintenance work.
- ◆ Understand and follow oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ◆ Safe driving principles and practices such as to safely operate a motor vehicle.

Education and Experience

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

- ◆ Proven work experience as a janitor.
- ◆ General knowledge of basic janitorial chemicals, supplies, and tools.
- ◆ General knowledge of facilities maintenance.
- ◆ Experience of working in an industrial environment.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Abigail Schlenk at schlenka@sejpa.org. Questions regarding this opportunity, can also be sent by email to Abigail Schlenk.

