



VACANCY ANNOUNCEMENT

Job Title: Janitor (2 positions)

Regular Full Time

Range Minimum: Min. \$10.46/hour

Non-Exempt Position

Opening Date: January 20, 2010

Closing Date: February 28, 2010 (Open until filled)

PRIMARY RESPONSIBILITIES:

- Daily and weekly cleaning of all patron and administrative areas.
- Monitor and empty all League trash and recycling containers
- Clean all league bathrooms – in patron areas and staff areas.
- Pick up trash and debris from League grounds as needed.
- May perform basic snow removal from League walk ways and entrances as needed.
- Monitor supply level and work with facilities manager to ensure that required supplies are always in stock. May perform basic maintenance on League cleaning equipment.
- Responsible for performing any other duties as assigned by manager to support maintenance efforts. Includes lifting of equipment and materials. Will require work both inside and outside the facility.

EDUCATION/EXPERIENCE REQUIREMENTS:

- At least one year of experience in similar field.
- Must be able to work independently while following specific procedures and protocols.
- Must have a high level of personal responsibility and be punctual and detail oriented.
- Must be willing to submit to a criminal background check and pass a drug screening test.
- **Desired:** High school diploma or equivalent. Experience working with custodial equipment such as floor machines and commercial steamers.

WORKING CONDITIONS:

May work in an area with a high noise level. While position does not require animal handling may be subject to animal bites. Occasional lifting up to 50 lbs. with reasonable accommodations. Will require long periods of standing with frequent bending and stooping to clean surfaces. Will be exposed to the elements – cold, rain, etc. – while performing duties outside. Must be able to operate and push floor cleaning machine.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org

