

# Janitorial Assistant

## FUNCTIONAL RESPONSIBILITIES:

- Maintain all grounds and facilities, as directed by the Facilities Manager (FM).
- Ensure campus is well maintained including building appearance, care, and site operations.
- Inspect sites daily to guarantee that the buildings are maintained and cleaned to the highest quality standard.
- Performs major housekeeping duties including cleaning halls, common areas, restrooms, offices, and lobbies.
- Performs routine custodial tasks such as sweeping, mopping, dusting, vacuuming, scrubbing, polishing, and cleaning windows.
- Empty trash receptacles and replace liners.
- Complete work orders for interior and exterior maintenance, cleaning, and service requests, per the FM.
- Resolve assigned work orders, including follow-up or assessment as directed by the FM.
- Provide status updates on requests to Facilities Manager (FM), ensuring all requests are handled promptly and professionally.
- Responsible for reporting to FM any equipment that is not working properly, at all times, and in accordance with any licensing, state or other standard, per the maintenance plan.
- Ensure all work is properly recorded and files maintained as directed by the FM.
- Follow established safety procedures and use personal protective equipment as required.
- Develop and maintain ethical and courteous relations with staff and clients.
- Work, in cooperation with the facilities team, to ensure campus safety and compliance.
- Be available for and support special events and programs as needed.
- Campus beautification as directed.
- Other duties as assigned.

## QUALIFICATIONS:

- Technical or trade certification, High school diploma or equivalent from an accredited institution required.
- Assuring a safe environment for work.
- Interpersonal and communication skills.
- Ability to develop positive relationships.
- Familiarity with facilities and maintenance.
- Experience with technology and computer-based systems.
- Must be able to complete 20+ hours of online training.
- Strict adherence to non-disclosure agreements and a high degree of confidentiality.
- Ability to manually lift 50 lbs.
- Ability to climb up and down stairs, access restrictive openings, and perform emergency procedures.

- Use olfactory, auditory, and visual senses to inspect buildings and detect emergency alarms.
- Be flexible and available to support after-hours activities as required.
- Successful completion of a background check and drug screen required.

Job Type: Full-time

Pay: \$18.00 - \$21.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance
- Wellness program

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Morning shift
- Weekends as needed

Shift availability:

- Day Shift (Preferred)

Ability to Commute:

- Naples, FL 34112 (Required)

Ability to Relocate:

- Naples, FL 34112: Relocate before starting work (Required)

Work Location: In person