

# The Childrens Playhouse

## Janitor

### Goals

- **The Janitor is responsible for ensuring that the inside and outside of the facility is cleaned at all time by following CDC and the Children's Playhouse Health and safety guidelines.**

### Key Responsibilities

- Sweeps, mops, vacuums, and disinfects the classroom floors and common space areas.
- Cleans and disinfects bathrooms in classrooms, outside play equipment, and adult bathrooms in the facility.
- Provides classrooms with disinfectant and sanitizing solution spray bottles to each classroom daily.
- Provides classrooms, reception desk, conference rooms, and teacher's lounges with supplies (e.g., paper towels, bathroom tissue, hand soap, hand sanitizer, trash bags)
- Removes trash from each classroom, offices, adult bathrooms, outside play area, and adult lounge area twice a day.
- Provides classrooms supports with emergency cleaning (e.g., bodily fluids or secretion)
- Disinfects all common areas (e.g., handrails, door knobs, toilet flushers, telephones)
- Maintains the outside or the facilities and playground clean and free from trash, snow, etc.
- Assists with outside set up for check in process
- Assist facility with special activities set ups and clean ups

- Keeps and inventory log and maintains an organized stockroom
- Stocking supply orders
- Light painting and spackling when needed
- Ensure that all equipment, furniture, toilets, and faucets, are in good shape and repair as needed.
- Building of new classroom furniture and equipment.
- Waxing floors once a month
- Shampoo all rugs 2x a month
- Clean and disinfect trash cans 1 a month
- Conducting health and safety checks in the facility on a daily basis.
- Closing or opening of the facility (Key holder)
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## **Educational Requirements**

To meet the requirements, family services staff could have one of the following:

- Must have a minimum of a High School Diploma

## **Other Requirements**

- Must have two years of experience working in janitorial
- Must be able to pass a Criminal, Child Abuse, FBI, and Sex offender clearance
- Must have a valid Driver's license and vehicle (CDL License preferred)

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- Must be able to lift a minimum of 50lbs and under

## Salary and Benefits

Full-Time

Benefits include: Holiday Pay, Personal Time off (PTO), Sick Time off, Medical, Dental, Paternity/Maternity pay, and childcare discounts.

*\*Children's Playhouse is an Equal Opportunity Employer\**