

Delaware Facilities Management Solutions

Notice of Available Position

Part Time Janitorial Position, 15-20 hours per week, work to be performed Monday through Friday after 5:30pm.

1. Empty trash in each office; replace can liners; deposit in dumpster.
2. Collect recycles (blue cans) by type in each office; deposit in recycle bins at parking lot (note: aluminum cans are stored in special receptacle).
3. Empty trash from outdoor trash cans by exit doors; empty cigarette butt receptacles; (assure all are extinguished); deposit in dumpster.
4. Sweep and mop tile floors in each building. Electric buffer on floors once a week. Vacuum carpeted floors in each building.
5. Shampoo carpets to remove stains when needed.
6. Clean windows and glass doors as specified.
7. Clean restrooms to include: trash, stocking paper towel, toilet paper, and hand soap dispensers; clean toilets and urinals inside and surfaces; clean and wipe sinks and mirrors; clean all sink and shower fixtures with disinfectant; sweep and mop floors including showers. *NOTE* This applies to multiple Centers.
8. Clean & disinfect all handles/surfaces on equipment in Wellness Center.
9. Kitchen and kitchen office are not responsibility of janitorial services.
10. Any other duties assigned by DFMS & agreed between janitorial service.
11. Clean washer and dryer tops, counter tops, table tops & door handles
12. Dust furniture, computers, and picture frames
13. Clean vents and lighting fixtures
14. Wipe down cobwebs and dust behind doors and across tops of doors
15. Take inventory of paper products and cleaning supplies on last working day of each month

Knowledge, Skills, Abilities, & Qualifications:

1. Good communication skills
2. Ability to follow oral and written instructions
3. Ability to prioritize multiple tasks
4. Ability to work effectively and independently
5. Basic knowledge of cleaning products or willing to learn
6. Three months experience helpful, but not required
7. On-the-job training acceptable
8. Pass criminal background check

Work Environment and Demands

Work requires: routine walking, standing, bending, and carrying items weighing less than fifty pounds, moving items over fifty pounds, operating heavy equipment such as but not limited to carpet shampooer and industrial-type floor buffers. Work performed in multiple buildings Monday through Friday after 5:30pm.