



Sasamat Caretaker

Job Title:	<i>Sasamat Caretaker</i>
Job Duration:	<i>April to October 2019</i>
Job Hours:	<i>Full-time / Day Camp Hours</i>
Reports To:	<i>Executive Director</i>

Job Purpose

Under the direction of the Executive Director and Operations Manager, this position is responsible for performing janitorial duties for buildings and related areas. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

Duties and Responsibilities

Daily Job Responsibilities

- Vacuuming carpets, sweeping and mopping floors.
- Clean and sanitize washrooms
- Restock supplies in washrooms and common area
- Empty all trash cans, clean receptacles as necessary
- Cleaning windowsills, windows and base board heaters
- Main janitor closets in a safe, clean and operable condition
- Proper labeling, dilution and use of all chemicals
- Wearing proper person protective equipment at all times
- General maintenance of grounds, water plants, cut grass, power wash
- Other routine maintenance duties as assigned.

Qualifications

Specialized Knowledge and Certification

- Good communication and interpersonal skills.
- Ability to follow oral and written instructions. Ability to prioritize multiple tasks
- Ability to work effectively with a team or independently as needed.
- Basic knowledge of cleaning products or willingness to learn

Working Conditions

- Requires working both in the main building and outdoors in all weather conditions
- May require some weekend work

Physical Requirements

- This work requires walking, standing, bending and carrying items weighing less than 50 pounds. Moving items over 50 pounds utilizes a team lift.