

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 10/2018

JANITOR (PART TIME)

Under the supervision of the Crew Supervisor, the janitor cleans and assists with event set ups for building activities, cleans offices and public spaces for Landmark Center and maintains the building. Sunday and Monday schedule and heavy lifting will be required. Primary duties include the following:

- Setting up for events on floors, in courtrooms and other building areas.
 - Cleaning of office and public spaces as assigned.
 - Maintaining the professional appearance of the building.
1. Cleans, vacuums offices and public spaces as assigned – Performs routine cleaning, vacuuming, polishing and trash collection in offices, classrooms and public spaces using light cleaning equipment assists the Crew Supervisor in operation of heavy cleaning equipment as directed, like snow blower and snow sweeper.
 2. Operate floor buffer, vacuum cleaner, and snow removal equipment
 3. Assumes additional duties as delegated by the Crew Supervisor to maintain the professional appearance of eth building. May perform handyman tasks as requested by supervisor for building tenants and rental clients of Landmark Center.

Reporting Relationship: Reports to the Crew Supervisor; indirect supervision provided by the Events Staff.

Working Environment: Indoors - 80%, Outdoors - 20%

Required Qualifications:

High School graduate or GED certificate

1. Demonstrated physical ability to:
 - Climb up and down stairs and ladders
 - Access remote work areas, i.e., crawl spaces
 - Use olfactory, auditory and visual senses
 - Utilize full manual dexterity (i.e. sitting, squatting, bending, crawling, kneeling, lifting, walking, manipulating tools with limbs extended).
2. Professional knowledge of and demonstrated professional ability to:
 - Read and use all types of cleaning equipment,
 - Use basic hand tools competently (i.e., socket sets, wrenches, pliers, screwdrivers, saws and hammers, etc.)
 - Is a self motivator and can work without constant supervision
 - Reliable in services given to the job
 - Trustworthy

Working Schedule: Two days, (with occasional opportunities to work overtime)

A criminal background check will be required.

Minnesota Landmarks

75 - 5th Street West, Ste. 404

Saint Paul, MN 55102.