

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 1/2022

SET-UP TIME JANITOR (Full time or Part time Positions)

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

- Setting up for events on main floor, in courtrooms and other building areas.
 - Cleaning of office and public spaces as assigned.
 - Maintaining the professional appearance of the building.
1. Sets up for events on main floor, in courtrooms and other building areas – Sets up tables, chairs and equipment for events in Landmark Center and assists in the set-up and removal of other items for exhibitions and performances. Supports the Events Staff with event requirements before; during and after events.
 2. 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. Duties include, but are not limited to:
 - Daily cleaning of public restrooms
 - Vacuuming and flooring maintenance in offices, hallways, restrooms, and other public areas
 - Emptying trash receptacles
 - Dusting of ledges and surfaces and cleaning of glass windows
 - Moving tables, chairs and other furniture
 - May perform handyman tasks as requested by supervisor for building tenants and rental clients of Landmark Center.
 3. Operate floor buffer, vacuum cleaner, and snow removal equipment
 4. 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:

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: Regular, 5-day schedule, dependent on organizational needs (with occasional opportunities to work overtime)

Pay Range: \$16-\$17 (plus benefits)

A criminal background check will be required.

Applications should be sent or emailed to the Minnesota Landmarks' office, or may be dropped off in person.

Minnesota Landmarks

404 Landmark Center

75 West 5th Street

Saint Paul, MN 55102

<mailto:admin@landmarkcenter.org>