

CUSTODIAN/JANITOR

SUMMARY

This position is responsible for cleaning, routine maintenance and repairs of buildings and grounds by performing the following essential duties and responsibilities. Other duties may be assigned:

- Perform all cleaning and routine maintenance duties for all facilities (meeting rooms/restrooms/offices/inside-outside grounds).
- Cleaning duties include: sweeping, mopping, polishing, trash, windows and cleaning and moving furniture and equipment etc...
- Maintain inventory of supplies and equipment.
- Opens and locks facilities during business hours and monitor buildings against vandalism and theft.
- Perform minor repairs and painting, basic carpentry.
- Works with vendors in coordinating repairs and services to the facilities such as lawn care, HVAC, electrical, pest control, and equipment.
- Responsible for completing daily room setups for department meetings and events.

QUALIFICATIONS

- 1-2 years experience as a custodian, janitor, housekeeper in facilities maintenance or a related field.
- Experience working for a professional janitorial company, office complex, hotel, hospital or school is **a plus**.
- Experience in using MS Word/EXCEL, Internet Explorer.
- The ability to be flexible, work at a fast-paced and in a multi-tasked job is **a must**.
- Will provide on the job training to those with strong work ethic and willingness to learn.
- Must speak/write in fluent English

EDUCATION

High School Diploma or GED

How to Apply:

1) Email a resume to Careers@tfop.org and/or

2) Download and complete an employment application and email it to careers@tfop.org

