



## **Janitor Job Opening**

Position Title: **Janitor**  
Status: **Part time/Full time**  
Hours: **Day and Evening Shifts**  
Reports to: **Supervisor**

Job Objective: To perform a variety of maintenance and cleaning tasks to keep the HAPA buildings safe and sanitary. To work well in this role, you should have basic maintenance knowledge around building repairs and some experience cleaning.

### **Essential Daily Tasks:**

Daily job responsibilities/tasks to include, but not limited to:

- General cleaning of the buildings and keeping them maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stocking restrooms.
- Clean up spills and accidents with appropriate equipment.
- Perform minor repairs.
- Notify supervisors or managers of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Notify supervisor/manager when cleaning supplies run low.
- Perform outside responsibilities such as yard work and shoveling snow.

### **Job Requirements:**

- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.

**Experience:** Job related experience is desired.

Any interested candidates are to stop in and see Mrs. Mai Shoua Xiong, for an application.

**Please submit an application along with a resume and three signed letters of recommendation to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position will start as soon as possible. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797.