

**Job Title:** Janitor

**Location:** Harney ESD Administrative Building

**Job Type:** Part-Time, Weekly

**Job Summary:** We are seeking a reliable and detail-oriented Janitor to maintain cleanliness and hygiene standards in our office building. The successful candidate will perform various cleaning tasks on a weekly basis, ensuring a clean and welcoming environment for our staff and visitors.

**Key Responsibilities:**

- **General Cleaning:** Sweep, mop, and vacuum floors; dust and wipe down surfaces, including tables, and counters.
- **Restrooms:** Clean and sanitize restrooms, including toilets, sinks, mirrors, floors, and replenish supplies such as soap and paper towels.
- **Trash Removal:** Empty trash bins and recycling containers.
- **Kitchen Areas:** Clean and sanitize kitchen area, including countertops, appliances, and sink.
- **Windows and Glass:** Clean entrance door windows to maintain a streak-free shine.
- **High-touch Areas:** Disinfect frequently touched surfaces such as doorknobs, and light switches.
- **Maintain Supplies:** Monitor and report supply levels; request replenishment as needed.
- **Safety and Compliance:** Follow safety procedures and guidelines to ensure a safe working environment.

**Qualifications:**

- Previous experience in janitorial or cleaning roles is preferred, but not required.
- Knowledge of cleaning techniques, materials, and equipment.
- Ability to work independently and manage time effectively.
- Attention to detail and strong organizational skills.
- Ability to lift and move objects as needed.
- Reliable and punctual with a strong work ethic.

**Schedule:**

- Weekly cleaning on - TBD
- Hours: 5 Hours

**How to Apply:**

Please send your resume and a brief cover letter outlining your relevant experience to Cori Wright - [wrightc@harneyesd.k12.or.us](mailto:wrightc@harneyesd.k12.or.us) with the subject line "Janitor Application".

**Equal Opportunity Employer:**

Harney ESD is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or veteran status.