

## EMPLOYMENT NOTICE

### JOB OPENING: TOWN OF ONTARIO

Part-Time - 20 hours per week

CLASSIFICATION: Janitor

RATE OF PAY-\$15.00 starting (based on experience)

JOB DESCRIPTION: Routine building cleaning and semi-skilled maintenance tasks; does related work as required.

- Sweep, vacuum, mop and wax floors, dust (filing cabinets, cobwebs, etc.), clean desks and tables, wash windows, blinds and mirrors, empty and wash ashtrays.
- Empty waste baskets and dispose of rubbish.
- Replace towels, soap, toilet paper, and other supplies.
- Disinfect sinks, counters and toilets.
- Clean water fountains.
- Clean spots on carpet.
- Wash dust mops and rags.
- As needed wash cupboards, shampoo rugs, wash walls, clean chairs, clean appliances.
- Rooms responsible for offices, bathrooms, kitchens, library, conference rooms, hallways, court room and stairs.

HOURS: 2:00PM – 6:00PM Flexible (Monday - Friday)

#### MINIMUM QUALIFICATIONS:

- a) Good knowledge of building cleaning practices, supplies, equipment and ability to use them economically and efficiently.
- b) Ability to understand and follow simple oral and written directions.
- c) Willingness to perform janitorial tasks.
- d) Thoroughness.
- e) Dependability.
- f) Good physical condition.
- g) 6 months of building cleaning and maintenance experience.
- h) High school graduate.
- i) Valid driver's license.

Applications available at Town Clerks office.

Please E-mail application to: [codeofficer@ontariotown.org](mailto:codeofficer@ontariotown.org)

Or Mail or drop off application to: Town of Ontario – Building Department

1850 Ridge Road

Ontario, New York 14519

Applications will be accepted until May 10, 2024.