

Damiano of Duluth
Job Description
Weekend Janitor

Date Revised: Apr. 2024

Key Responsibilities: Provide janitorial services on Friday nights, Saturday and Sunday while the Community Kitchen and Free Store programs are in operation. Supervise the work of community service volunteers assigned to the building.

- Clean dining room and kitchen after lunch and after supper.
 - Wipe down tables and chairs
 - Take out garbage
 - Sweep & mop floors
 - Wash walls behind garbage cans in hallway
- Clean up outside grounds when needed. Shovel and salt in winter whenever it snows (safety is a priority)
- Supervise the work of volunteers and community service workers assigned to the building.
- Clean men and women's first floor bathroom in the afternoon. Check them periodically to straighten and add supplies. Make sure they are in good order at the end of the day. Clean bathrooms on second floor. Stock for Monday morning.
- Sweep and mop hallways, entryways, and floors as necessary. Keep spills or wet areas cleaned up at all times. Use wet floor signs.
- Keep the garbage emptied and tables cleaned during serving times.
- Write up incident reports when issues occur and always when 911 is called. Document names.
- Keep peace in dining room and hallways throughout the building.
- Check the building to make sure all hallways & bathrooms are clear and doors are locked.
- Ability to be on call for Safe Storage, weekday janitorial, Hygiene Unit as needed

Other Qualifications:

- CPR certification
- De-escalation training desired
- Ability to lift 50 pounds
- Adaptable and calm in stressful situations.
- Ability to work well in high-energy, loosely-structured environments

Classification: This is a non-exempt position for up to 20 hours a week, F-Sa-Su. Benefits available at 24 hours per week or more.

Scheduled Hours: Friday 4:00pm-7:00pm. Saturday and Sunday 11:00am-2:00pm, 2:00pm-7:00pm.

Supervisor: Facilities Manager