



# JOB DESCRIPTION

**JOB TITLE:** Janitor  
**CLASSIFICATION:** Full-time, Non-Exempt  
**REPORTS TO:** Guest Experience Manager  
**LAST UPDATED:** July 2024

## MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

## POSITION SUMMARY

The Janitor at The Vine Adult Community Center is responsible for maintaining a clean, safe, and welcoming environment for all members, staff, and visitors. This role includes a variety of cleaning and maintenance tasks to ensure that all areas of the center are always hygienic and presentable.

## ESSENTIAL FUNCTIONS

### Cleaning and Sanitation

- Sweep, mop, vacuum floors in all areas of the center.
- Clean and sanitize restroom, including toilets, sinks, floors.
- Empty trash receptacles and replace liners.
- Dust and wipe down surfaces, including tables, chairs, and countertops.
- Clean windows, mirrors, and glass surfaces.
- Maintain cleanliness in common areas, such as lobbies, hallways, and meeting rooms.

### Maintenance

- Report any maintenance or repair needs to the Facilities Manager.
- Assist with basic maintenance tasks as needed, such as changing light bulbs and minor repairs.
- Ensure all cleaning supplies and equipment are properly stored and maintained.
- Maintain an accurate inventory of all cleaning supplies and equipment.

### Safety

- Follow all safety guidelines and procedures.
- Ensure all cleaning chemicals are used and stored safely.
- Respond to any spills or hazards promptly to prevent accidents.

### Team Collaboration

- Work cooperatively with other staff members to ensure the smooth operation of the VINE Adult Community Center.
- Participate in team meetings and contribute to a positive work environment.



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## **COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES**

1. Excellent organizational, prioritization, and multitasking abilities.
2. Previous janitorial or cleaning experience preferred.
3. Ability to work independently and manage time effectively.
4. Strong attention to detail.
5. Good communication and interpersonal skills.
6. Physical ability to perform tasks required, including lifting, bending, and standing for long periods.

## **POSITION TYPE**

Full-time position. The typical workweek is Monday-Friday, 9:30am-6:30pm. This position may require working evenings, or weekends depending on the VINE Adult Community Center needs.

## **BENEFITS**

Full-time employees are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): health insurance coverage, life insurance, 401(k) plan, health savings account, Paid Time Off (PTO) and Extended Leave, and ten company-paid holidays (seven observed holidays and three floating holidays).

## **WORK ENVIRONMENT**

This position is located at the VINE Adult Community Center. Which is indoors and climate controlled.

## **PHYSICAL DEMANDS**

The position requires the ability to stand for extended periods and perform physically demanding tasks, including extended hours of standing, walking, and working on your feet.

## **TRAVEL**

No travel is required for this position.

## **EQUAL OPPORTUNITY EMPLOYMENT**

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.