

# South Pacific County Humane Society

## Job Title

- Shelter Janitor

## Summary of Primary Responsibilities

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Vacuuming and buffing floors, shampooing carpets, emptying trash receptacles, and replacing lining of trash cans.

- Clean and disinfect rooms, hallways, lobbies, restrooms, corridors, and other work and animal areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Empty wastebaskets, and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and/or polish floors, using brooms & mops.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well stocked, clean, and tidy. Polish silver accessories and metalwork such as fixtures and fittings.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- Replenish supplies such as bathroom items and light bulbs.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Report damage of broken items and equipment.
- Disinfect equipment and supplies, using germicides.
- Dust window blinds.

## Hours

- 20 hours/week max, \$9.32 per hour

## Skills and Qualifications

- A minimum of 6 months of housekeeping experience or a combination of training and experience in the housekeeping field, which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Must be able to communicate clearly.
- Must be proficient in English.
- Basic arithmetic, reading and writing skills.
- Must be able to reach, bend, stoop, and lift up to 50 pounds as well as be physically fit and have stamina to complete tasks in timely manner.

## Pre-Requisites

- Honest, responsible and dedicated to keeping the shelter clean and sanitary.
- Understanding of how to use basic cleaning equipment and supplies safely.
- Committed to read and observe rules of the agency.
- Committed to the Mission and Vision of the agency.
- Other tasks, as assigned

## Supervision Received and Exercised

- The Shelter Janitor receives immediate supervision from Shelter Manager.
- Supervision is not a responsibility of this classification.

## Company Overview

- South Pacific County Humane Society is a no-kill Shelter serving the Long Beach Peninsula recreation area. SPCHS' mission is to protect animals that are unable to speak for themselves, by providing compassionate care and placement for homeless pets without the need for euthanasia. Our vision is to foster positive relationships between animals and people, and to help end pet overpopulation through community outreach, involving the promotion of effective spay/neuter programs, and humane education.

## Location

- 330 Second Street NE (PO Box 101) Long Beach, WA 98631

## Type of Employment

- Part Time (20 hours), Non-Exempt (hourly)