

Job Description: Janitorial Staff – Crowley County

Position Title: Janitorial Staff

Location: Crowley County, Ordway, Colorado

Job Type: Full-Time

Salary: \$15 per hour starting, includes full benefits

Application Deadline: April 18, 2025 or until filled

Crowley County is seeking a reliable and detail-oriented **Janitorial Staff Member** to maintain cleanliness and ensure the overall sanitary condition of County facilities. The successful candidate will be responsible for cleaning, restocking supplies, and performing minor maintenance tasks to ensure a safe and clean environment for all employees and visitors. Please see attached checklist of duties.

Key Responsibilities

Cleaning and Sanitation:

- Sweep, mop, and vacuum floors in various areas, including offices, hallways, restrooms, and common areas.
- Clean and sanitize restrooms, including scrubbing toilets, sinks, and counters, ensuring high standards of hygiene.
- Dust and polish furniture, fixtures, and surfaces to maintain cleanliness throughout the facility.
- Empty trash, and dispose of waste properly, following all environmental and safety guidelines.
- Clean and sanitize high-touch areas like door handles, light switches, and handrails.
- Clean windows, mirrors, partitions, and other glass surfaces to ensure clear and streak-free finishes.

Restocking and Supply Management:

- Restock restrooms with necessary supplies, including toilet paper, soap, paper towels, and other hygiene products.
- Maintain an organized janitor's closet, ensuring all cleaning supplies are stocked and readily available for use.
- Monitor supply levels and notify management when stock needs to be replenished.

Minor Maintenance:

- Perform minor maintenance tasks such as changing light bulbs, replacing air filters, and checking plumbing for leaks or issues.
- Report any major maintenance issues or safety hazards to management immediately.

Security and Safety:

- Lock doors and secure buildings after business hours to ensure the safety of the facility.
- Follow all safety procedures and guidelines when using cleaning chemicals and operating equipment.

Other Duties:

- Flexibility to work evening or weekend hours, depending on the facility's needs and to ensure cleanliness when the building is not in use.
- Assist with other tasks as needed, ensuring the facility remains clean and well-maintained at all times.

Qualifications and Skills

- **Attention to Detail:** Strong attention to detail to ensure high standards of cleanliness and hygiene in all areas.
- **Experience:** Previous janitorial or custodial experience is preferred but not required.
- **Physical Stamina:** Ability to perform physical tasks such as lifting, bending, and standing for extended periods.
- **Time Management:** Ability to prioritize tasks and manage time effectively to complete duties in a timely manner.
- **Safety Knowledge:** Familiarity with safety procedures related to cleaning chemicals and equipment use.
- **Dependability:** Strong reliability in showing up for shifts and completing tasks as assigned.
- **Flexibility:** Ability to work evening, weekend, or holiday shifts as needed.

Additional Requirements

- Ability to pass a pre-employment background check.
- Must be able to work independently or as part of a team.
- Ability to lift up to 50 pounds and perform other physical duties associated with the position.

How to Apply

Interested candidates should submit a completed application, resume, and cover letter to crowleyadmin@crowleycounty.net or complete application at Crowley County Administration at 603 Main Street, Ordway, CO. For more information, please contact Crowley County Board of Commissioners. Crowley County is an Equal Opportunity Employer.

OFFICE CLEANING CHECKLIST

DAILY CLEANING

OFFICES, HALLWAYS, CONFERENCE ROOM

	Empty all trash receptables and replace liners as needed. Remove to dumpster.
	Clean and polish drinking fountain.
	Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, bookshelves, pictures and all manner of furnishings.
	Damp wipe all horizontal surfaces to remove coffee rings and spillage.
	Wipe down telephones.
	Dust mop all floors with treated CLEAN dust mop.
	Clean front door, inside and out and clean all fingerprints.
	Clean partition glass.
	Dust hall bulletin boards & other racks, tables, etc.

RESTROOMS

	Stock towels, tissue and hand soap
	Empty sanitary napkin receptacles and wipe with a disinfectant
	Empty trash receptables and wipe
	Clean fronts, tops and sides of trash receptacles with a disinfectant
	Clean and polish mirrors
	Wipe towel cabinet covers
	Toilets to be cleaned and sanitized inside and outside.
	Toilet seats to be cleaned on both sides using a disinfectant
	Scour and sanitize all basins
	Remove splash marks from walls around basins
	Mop and rinse restroom floors with a disinfectant and a CLEAN mop
	Fan vents need to be cleaned

KITCHEN

	All trash receptacles are to be emptied and trash removed to dumpster
	Dust mop hard surface floors with a clean treated dust mop
	Damp mop hard surface floors to remove spillage from soiled areas with a clean mop
	Clean and wipe tables and chairs
	Spot clean walls near trash receptacles
	Clean fronts, tops and sides of trash receptacles with a disinfectant
	Damp wipe countertops to remove spillage
	Clean and sanitize sink
	Spot clean cabinets and exterior of appliances as needed

WEEKLY CLEANING

OFFICES, HALLWAYS, CONFERENCE ROOM

	Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
	Damp mop hard surface floors, taking care to get into corners, behind doors, along edges and beneath furniture
	Vacuum all carpets and rugs

MONTHLY CLEANING

OFFICES, HALLWAYS, CONFERENCE ROOM

	Complete all high dusting not reached in the above-mentioned cleaning
	Clean light switches, fingerprints and marks around light switches and door frames
	Vacuum all upholstered furniture
	Damp wipe telephones using a disinfectant
	Wash all windows inside and out
	Clean chair mats & floor underneath
	Wipe trim along floors where floors are mopped/cob webs

