

JANITOR/CUSTODIAN

The Housing Authority of the City of Wilmington is accepting applications for Janitor/Custodian positions. Two positions available. Salary based on qualifications. Applicants must submit a letter of interest, current resume to: Janitor/Custodian Search, Attention Human Resources Department, P.O. Box 899, Wilmington, NC 28402

General Statement of the Position:

The Janitorial/Custodian is responsible for site specific service delivery for the cleaning, upkeep and maintenance of all buildings and offices owned and operated by the Housing Authority of the City of Wilmington. This position is responsible for cleaning all public and private bathrooms on each site, cleaning and maintaining all common areas to include laundry areas, kitchens, removing trash and debris from the building and outside the Central Office Building. This position is responsible for assuring that all offices and common areas are maintained in decent, safe and sanitary conditions. The Janitorial/Custodian reports directly to the Custodial and Grounds Maintenance Manager.

Major Duties and Responsibilities:

1. Responsible for following cleaning routine and schedules as set by the supervisor.
2. Sweeping and mopping of floors as well as vacuuming carpets.
3. Responsible for assuring thoroughness and commitment of space preparation by removing trash, arranging furniture and wiping down surfaces.
4. Perform bi-weekly cleaning of bathroom facilities, kitchens and laundry areas.
5. Perform minor and routine maintenance task such as replacing broken switches, repairing door knobs/handles, replacing light bulbs etc.
6. Ensure that any repairs noticed during cleaning duties are reported to supervisor timely.
7. Identify appropriate cleaning materials and products to sanitize area, disinfect and deodorize.
8. Empty trash receptacles and appropriately dispose of trash.
9. Remove trash/debris from the immediate perimeter of the Central Office Building.
10. Responsible for replenishing supplies in washrooms, such as hand soap, paper towels and toilet paper.
11. Perform general outdoor services at the Central Office related to curb appeal such as removing trash and debris as well as recommending to Supervisor the need for lawn services.
12. Work as part of a team to carry out task and ensure standards are maintained.
13. Interact with office staff and Wilmington Housing Authority clients.
14. Utilize proper training to clean up potentially hazardous materials or contact the appropriate authorities to handle such incidents.
15. Must have a valid NC Driver's License.
16. Other duties as assigned.

Knowledge, Skills and Abilities

1. High school diploma is preferred but not required.
2. Knowledge of safety protocols.
3. Work experience as a custodian, janitor, or a similar position.
4. Detailed oriented and conscientious.
5. Customer service experience.
6. Ability to walk and stand for long periods of time.
7. Ability to work as a team.
8. Knowledge in basic/minor maintenance is a plus.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.