

Memorial library
Position 2
6:00 AM - 2:30 PM, Mon. - Fri.

Area	Duty	Frequency
Entry doors	Unlock, activate electronic doors	Daily
Learning Center	Trash, vacuum, dust/spot mop	Daily As needed
LME	Trash, vacuum main aisle Trash, vacuum offices	Daily 1x/2wks
Media Ed. classroom	Trash, vacuum Table tops	Daily As needed
Restrooms in basement and 1 st floor	Restroom procedures	Daily
Basement (old section)	Clean tables and chairs Trash, dust/wet mop, autoscrub, vacuum, straighten tables and chairs	As needed Daily
Blue room	Trash, vacuum, straighten chairs, clean Chalkboards	Daily
ERC	Trash, dust/spot/wet mop	2x/wk
TV studio	Trash, dust/spot mop, vacuum	2x/wk
Film room and counter	Vacuum Trash, dust mop Spot mop	3x/wk Daily As needed
Two small offices	Trash Vacuum	Daily 1x/2wks
Math lab 101	Trash, vacuum, straighten tables and chairs	Daily 3x/wk
Lights	Replace and clean as needed – turn in for repairs	Daily
Equipment	Clean and maintain, turn in needed repairs	Daily
Trash/cardboard	Haul to dumpster/recycle area loading dock	Daily
ML 109, 110, 111, 112, 113	Trash, vacuum, clean white/chalkboards and desk tops	Daily As needed
Janitor closet, basement (old)	Help with keeping basement janitor closet clean.	Daily as needed
Northwest emergency stairwell	Sweep/mop	As needed
Outdoors	Snow shoveling, cigarette cleanup	As needed
	Other duties as assigned. Employee may be required to carry a communication device.	

Classroom procedures include trash removal, chalkboard/whiteboard cleaning, dust mop, wet mop, or vacuum and straightening chairs and desks or tables daily. Clean desk tops as needed.

Location of equipment and supplies: Basement janitor closet