

**Wiecking Center
Position # 1
10:30 PM – 7:30 AM, Monday - Friday**

| Area | Duty | Frequency |
|--|---|--------------------|
| Halls and entries | Dust mop, auto scrub, trash Clean entrance mats | Daily As needed |
| WC classrooms 321 322 349 350 351 352 353 357 B123 B129 B133 | Classroom procedures | Daily |
| WC auditorium | Classroom procedures | Daily |
| WC B124 B131 B132 | Trash, vacuum, clean chalkboards | Daily |
| WC B150 (Children's Hs) | Trash Vacuum | Daily 3x week |
| WC office complex A111 | Trash Vacuum | Daily 3x week |
| Outdoors | Sweep, pick up cigarette butts, clean ashtrays, remove snow, de-ice | As needed |
| Exterior doors | Lock before 11 PM and unlock before 7 AM. | Daily |
| WC janitor closets | Clean and stock | As needed |
| | Clean equipment after use. Report needed repairs. | |
| | Other duties as assigned. | |

Important notes:

Employee may be required to carry a communications device such as 2-way radio, cell phone, or pager.

Employees are responsible for replacing light bulbs in their area where ceilings are of average height – approximately 8 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

Location of equipment closet:

| Clean Up Kit | MSDS | Bio-hazard Bucket |
|---|---|---------------------------------------|
| Janitor room by MSCI WC 330 (office) | Janitor room by MSCI WC 330 (office) | Janitor closet by Children's House |