

Highland Center - Pennington

Position 1

6:00 AM - 2:30 PM, Mon. – Fri.

Area	Duty	Frequency
PH classrooms 110 112 114 116	Trash, vacuum, clean chalkboards	Daily before 8:00
PH dance studio 102	Trash, dust mop, spot mop Clean mirrors	As needed Daily
PH martial arts room 104	Trash, dust mop, sanitize, clean mirrors	Daily
PH halls and entries 118 (observation hall) 101 (hall/entry) 100 (entry) 119 (hall) 1214 1302 (Coaches)	Clean mats, sweep, clean glass, clean drinking fountains Vacuum carpeted floors, edge clean hard surface floors, straighten furniture	Daily
PH restrooms 111 113	Restroom procedures	Daily
PH drinking fountains	Clean	Daily
HC 1400 Hum. Perf. 1312 Lab 1226 Women's changing 1228 Men's changing 1232 Exam	Trash, vacuum, clean chalkboard (includes classroom).	Daily
HC 1200, 1211, 1212 Training Room 1208 Treatment 1206 Hydrotherapy 1204 Exam 1202 Taping	Trash, wet/dust mop, vacuum, clean glass	Daily
HC Coaches offices 1216 1218 1220 1222 1224 1300 1316 1314 1402 1408 1406 1412 1410 1800 1802 1804 1806 1808 1810 1812 1816 1818 1820 1822 1824 1828 1830 1832 1834 1836 1838 1840 1842 1844 1846 1848 1850	Trash Vacuum	1x week 1x every 2 weeks
HC Equipment room complex 1600 1606 1602 1608	Clean	As needed
HC Restroom 1230	Restroom procedures	Daily
HC Janitor Closet 1826 1032	Clean and restock	As needed
	Snow removal	As needed
	Dump trash cart	As needed
	Other duties as assigned. Employee may be required to carry a communications device.	

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NOTICE

Due to extensive remodeling/construction of this facility, this is a tentative area description subject to change based on facility usage.

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: HC 1032

Clean Up Kit	MSDS	Bio-hazard Bucket
Janitor room near men’s LR, 1 st floor janitor rm across from SG FH janitor closet TC 1 st floor janitor closet by elev.	Pool filter room HN first floor janitor room	Otto – SW side by storage area