

**Highland Center – Otto Rec
Position 3
10:30 PM – 7:00 AM, Monday - Friday**

Area	Duty	Frequency
Pennington Entries (all)	Lock (when school is in session) before 11 pm	Daily
Janitorial closets 1909 2040 2902	Clean and stock	As needed
Restrooms 1040 1042 1044 2039 2042	Restroom procedures	Daily
Locker rooms 1912 1922	Locker room procedures	Daily
Entries and stairwells 1900 1902 1903 1907 1910 1932 2038 2041 2043 2044 2102 2103 2500	Sweep, trash, clean windows Vacuum, clean carpet in lounge areas Clean and sanitize drinking fountains Sweep and wet mop stairs, clean handrails, dust horizontal surfaces Edge clean and autoscrub halls	Daily
Offices 1508 2043	Trash, vacuum	1x week
Equip storage and first aid 1901 1908	Trash, clean	As needed
Elevator 1037	Clean floor and walls, vacuum tracks on all levels	Daily
Weight room 1905	Sweep, vacuum floor, wet mop or autoscrub, clean windows and mirrors	Daily
Walking track and cardio workout 2900	Dust mop and autoscrub track, dust mop, vacuum, and wet mop around cardio equipment, wipe railings, dust horizontal surfaces	Daily
Trash	Haul to dumpster	Daily
Otto entries outdoor areas 1502 1902 1910 1932	Clean glass, sweep, pick up litter, leaves, cigarette butts, empty and clean ash trays, remove snow and ice	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