



**CITY OF CRETE  
Janitor**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Public Works Director

**Supervisory  
Responsibilities:** No

**I. GENERAL FUNCTIONS**

Effectively perform all janitorial needs and maintain the cleanliness of buildings owned by the City of Crete. Non-exempt, full-time, hourly position.

**II. ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES**

- Vacuum, sweep, and mop all floors and place wet floor caution signs where appropriate.
- Clean restrooms, including maintaining sanitary toilets and sinks, ensuring proper toiletry items (toilet paper, paper towels, and soap) are fully supplied, wiping down walls, doors, and mirrors as needed.
- Clean and dust windows, windowsills, blinds, glass doors, and other surfaces.
- Clean kitchen and break room areas.
- Empty trash and recycle bins throughout buildings and offices.
- Wipe off countertops, sinks, and office desks where possible.
- Use small, specialized tools and equipment to remove stains from carpets.
- Report needed major repairs to the Building Inspector.
- Remove snow and apply ice melt as needed for all city buildings.
- Other duties as assigned by the Building Inspector or City Administrator.

**III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Ability to communicate, orally and in writing, in English.
- Ability to communicate, in a clear and concise manner, with persons of various ethnic backgrounds, education levels, age, and communication abilities.
- Ability to work independently.
- Ability to work with detergents or appropriate cleaning solutions and to be able to determine which is most appropriate to maintain the cleanliness of City buildings.
- Ability to meet the physical demands required by this position.

**IV. DESIRABLE TRAINING & EXPERIENCE**

- Custodial cleaning experience in public or private buildings preferred.

- Working knowledge of good housekeeping practices and procedures preferred.

**V. MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid Nebraska driver’s license.
- Must be at least 18 years of age.
- Must have high school diploma or GED.
- Must be legally authorized to work in the U.S.

**VI. WORKING CONDITIONS & PHYSICAL EFFORT**

This position will involve exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, fumes, and other substances. This position has a medium work classification, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

**VII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City’s Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Janitor and can perform the essential functions with or without accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date