

Job Title: Janitor / Custodian

Reports to: Shelter Manager

Company Overview

We are a non-profit Animal Shelter located in Menominee, Michigan. We take in stray and surrendered dogs and cats from several counties, averaging 1,000 animals per year. Our priority is to reunite the strays with their owner and adopt the unclaimed or surrendered pets into loving forever homes.

Job Summary:

Responsible for routine and non-routine cleaning and special projects as the need arises. Includes cleaning office area, animal rooms, bathroom, break room and public areas.

NOT responsible for animal handling.

Essential Duties and Responsibilities: Include the following - other related duties may be assigned by the Shelter Manager

- General cleaning of the building, keeping it maintained and in good condition.
- Vacuum, sweep, mop, scrub, apply floor finish and polish floor surfaces throughout the shelter. Work is done by hand or with powered equipment.
- Empty waste baskets and trash containers, clean containers as necessary
- Wash windows, dust/clean blinds, dust and wash walls, ceilings, and light fixtures. Dust vents, wash chairs and table in reception area. Use mops brushes, cloths and cleaning solutions in the performance of duties. These duties require climbing and standing on ladders.
- Clean and disinfect restroom by sweeping and scrubbing floor, clean mirrors, dispensers, vents, toilet and sink. Restock as needed.
- Move cabinets, boxes, crates and cages to clean all areas throughout the building.
- Assist with snow removal as needed.
- Maintain cleanliness of the outside perimeter of the facility.
- Notify manager of needed major repairs.
- Ensure doors are locked after hours.
- Complete tasks in a timely manner with minimal supervision.

Other Duties:

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.

Required Skills/Abilities

- 1 year experience working in an industrial setting – Preferred
- At least 18 years old
- Have good time management skills
- Reliable
- High school diploma/GED preferred
- Ability to work independently and under minimal supervision
- Capacity to take direction
- Strong attention to detail
- Physically capable of lifting and moving objects up to 50 pounds as necessary

Position Details:

- Part Time
- Approximately 20 hours per week
- Monday through Friday – May need to work one weekend per month
- Starting wage between \$10 and \$12.00 per hour based on experience