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**City of Auburn, Georgia**

**Job Description – Janitor**

**Position Summary**

The Janitor is responsible for maintaining the cleanliness and sanitation of City of Auburn facilities, including municipal buildings, the concession stands at the City of Auburn Ballfields, and the Perry Rainey Center following scheduled events. This position plays a key role in ensuring that city facilities are clean, safe, and welcoming for employees, residents, and visitors.

**Essential Duties and Responsibilities**

* Perform routine janitorial tasks in City of Auburn buildings, including offices, restrooms, lobbies, and common areas.
* Clean and maintain concession stands at the City of Auburn Ballfields, including restocking supplies and ensuring sanitation standards are met.
* Clean and reset the Perry Rainey Center after scheduled events, including sweeping, mopping, trash removal, restroom cleaning, and preparing the facility for future use.
* Empty trash receptacles and recycling bins in all designated areas.
* Sweep, mop, vacuum, and dust as needed.
* Clean and sanitize restrooms, including sinks, toilets, floors, and mirrors.
* Ensure all cleaning supplies and janitorial equipment are properly stored and maintained.
* Report any maintenance or repair needs to the appropriate supervisor.
* Follow City safety guidelines and use cleaning chemicals and equipment in a safe manner.
* Perform other related duties as assigned.

**Qualifications**

* High school diploma or equivalent preferred.
* Previous custodial or janitorial experience strongly preferred.
* Ability to work independently and manage time effectively.
* Ability to follow instructions and complete tasks in a timely manner.
* Knowledge of proper cleaning techniques, chemical use, and equipment operation.
* Must be able to lift up to 50 pounds and perform repetitive physical tasks such as bending, lifting, standing, and walking.
* Willingness to work flexible hours, including evenings and weekends, as needed for events.

**Work Environment**

* Work is performed indoors in municipal buildings, concession areas, and the Perry Rainey Center.
* Some duties may be performed outdoors in concession areas or during event cleanup.
* May require exposure to cleaning chemicals and occasional lifting of heavy items.

**Reports To**

Public Works Director or their designee.