

**WRGC Janitor
Job Description**

November 24, 2009
Approved

Position Title:	Janitor
Position Type:	Paid Monthly
Reports to:	WRGC Board of Trustees
Qualification:	Mandatory: <ul style="list-style-type: none">▪ The Janitor must be in good overall health and able to lift objects weighing up to fifty pounds.
Term:	Appointed yearly by the WRGC Board of Trustees and serving at its pleasure
Overall Responsibility:	Perform a set of tasks on a weekly basis related to the general upkeep of the WRGC Clubhouse and WRGC Indoor Range buildings.
Scope:	Clubhouse areas include the public facing Entry, Main Hall and Restrooms. The indoor range areas include kitchen area, restrooms and classroom.
Responsibilities:	<p>The following is a list of tasks that are to be performed by the Janitor each week:</p> <ol style="list-style-type: none">1) Trash:<ol style="list-style-type: none">a) Empty all trash receptacles.b) Clean all trash receptacles as needed.c) Replace liners in trash receptacles2) Floor:<ol style="list-style-type: none">a) Sweep/dry mop all assigned areas and dispose of sweepingsb) Mop all areas as needed (no less than twice a month)3) Carpets:<ol style="list-style-type: none">a) Vacuum all carpets weeklyb) Wash carpets as needed4) Walls:<ol style="list-style-type: none">a) Clean walls in all assigned areas to remove dirt, spills, scuff marks, etc.5) Cleaning:<ol style="list-style-type: none">a) Clean and sanitize all restroom fixturesb) Clean all tables and countertops to remove dirt, spills, food, etc.c) Clean all chairs seats and back to remove dirt, spills, food, etc.d) Dust all surfacese) Wash all window interiors once per month.f) Vacuum all heating and ventilation grilles in assigned area as needed.g) Prime all plumbing traps to avoid sewer gases entering the facilities. <p>Clarifications – Kitchen and bar areas are not included in these responsibilities. Exterior washing/cleaning will be handled by work party.</p> <p>The janitor will be called to perform hall cleaning as needed after rentals. The Janitor will be paid an additional sum for each call. Board of Trustees will notify the Janitor of these cleanings as they arise.</p>