

**POSITION:** Boys & Girls Club of Corvallis - Janitor

**POSITION LOCATION:** Boys & Girls Club of Corvallis  
1112 NW Circle Blvd  
Corvallis, OR 97330

**PRIMARY RESPONSIBILITIES:**

Perform a variety of cleaning and custodial maintenance tasks ensuring that the building is operating effectively and efficiently and that the building is clean, secure and safe for BGCC members and staff.

**PAY:** \$11.75 / hour, 4 hours per day. Benefits - Oregon standard sick days  
Shift is generally 6 – 11am, Monday through Friday

**Key Responsibilities**

- Perform routine cleaning and custodial maintenance duties. Maintain carpeted floors and runners by vacuuming, removing stains, and shampooing.
- Maintain tile floor surfaces by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping as needed
- Operate all floor machinery
- Maintain all furniture and woodwork by washing, dusting, waxing, and polishing. Perform minor repairs to furniture. Move furniture as assigned.
- Maintain bathrooms by cleaning and disinfecting sinks, mirrors, urinals, toilets, floors, and walls
- Collect and dispose of garbage, including recyclable materials
- Perform miscellaneous tasks including cleaning blinds, windows, walls, drinking fountains, and garbage cans
- Provide building security by locking and unlocking doors, checking windows, turning out lights, and serving as watchperson against vandalism
- View weekly facility review checklist and follow up with custodial needs.
- Perform other duties as needed and as directed by supervisor

**Qualifications**

- Education: High School Diploma or equivalent required
- Experience: Some janitorial experience preferred

**Skills/Abilities**

- Must be able to work with personnel and customers in a professional, courteous manner
- Ability to accommodate changes in schedule and assignments

- Thorough knowledge of the methods, materials, and equipment used in cleaning and floor maintenance
- Knowledge of general safety practices and procedures related to custodial mechanical ability
- Ability to understand and follow oral and written instructions
- Ability to read and understand custodial and maintenance equipment manuals
- Ability to make minor repairs to equipment
- Ability to observe safety rules
- Ability to climb ladders and work in high places
- Ability to work in dusty, dirty, wet, and cold conditions
- Ability to walk, kneel, climb, stand, stoop, crouch, reach, pull, and do related physical activities necessary in performing janitorial work
- Ability to perform manual tasks related to the operation and moving of heavy equipment, furniture, and supplies
- Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds

#### **Behavior Characteristics**

- Dependable, punctual, and able to work unsupervised

#### **Requirements**

- Must pass a background and drug test

#### **To Apply:**

Fill out the job application form found at: [www.bgccorvallis.org/careers](http://www.bgccorvallis.org/careers), along with a resume and mail to:

Boys & Girls Club of Corvallis  
1112 NW Circle Blvd.  
Attn: Joshua Brockerman / Janitor  
Corvallis, OR 97330

***The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We drug test applicants prior to employment and reserve the right to randomly screen***