



I. IDENTIFYING INFORMATION			
JOB TITLE	Janitor	WORK LOCATION	Municipal Buildings
SUPERVISOR	City Administrator	FLSA STATUS	Non-Exempt
DEPARTMENT HEAD	City Administrator	PAY GRADE	1
DEPARTMENT	Administration	EFFECTIVE DATE	September 10, 2025

II. POSITION SUMMARY	
	Responsible for maintaining overall cleanliness and sanitation of municipal buildings by completing a variety of cleaning tasks. General duties include mopping and vacuuming floors, cleaning surfaces with disinfectant and emptying trash cans and recycling bins.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES	
	Sanitize light switches and door handles.
	Sweep, mop, and vacuum floors.
	Vacuum rugs and carpets.
	Collect and take garbage and recycling to outside bins.
	Clean, stock, and service restrooms including wiping down all bathroom fixtures including mirrors.
	Organize cleaning supply closet.
	Deep clean kitchen appliances monthly.
	Dust all surfaces monthly.
	Sanitize tables and chairs monthly.
	Clean interior windows monthly.
	Replace light bulbs as needed.
	Maintain inventory of all cleaning products, supplies and equipment.
	Notify Administrative Assistant (by email) when cleaning supplies are low and need to be ordered.
	Make sure all doors, windows, entrances and exits are securely closed and locked prior to exiting buildings.
	Report needed repairs, safety hazards, or conditions requiring attention.
	Any other duties as assigned by the City Administrator.

V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS	
	Ability to lift and move over 50 pounds.
	Exceptional time management skills and the competence to prioritize duties.
	Ability to stand for extended periods.
	Perform physically demanding actions including bending, turning and lifting.
	Ability to work with minimal supervision.
	Attention to detail and good organizational skills.
	Knowledge of different cleaning products and tools.
	Ability to express oneself, clearly and concisely.

IV. MINIMUM QUALIFICATIONS	
	High school diploma or general education degree (GED) required.
	Ability to observe safety and security procedures and to comply with City policies.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

The City of Frazee is an Equal Opportunity Employer.