



Internal Job Posting

Job Title:	Night Janitorial Technician
Department/Location:	Janitorial
Reports to:	Janitorial Supervisor & Crew Leader
Fair Labor Standards Act (FLSA) Status:	Non-Exempt, Hourly
Employment Status:	Part Time
Revision Date:	08/2020

JOB SUMMARY

The Janitorial Technician position is to perform general janitorial duties at the assigned buildings in a manner consistent with the ULI Mission, Vision, and Values. The Janitorial Technician works under the supervision of the Janitorial Crew Leader and the Night Janitorial Supervisor.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- The Janitorial Technician will be knowledgeable in the practices of commercial cleaning, and familiar with required supplies and materials.
- Follow accepted policies, practices, and procedures for the janitorial function.
- Clean building floors using appropriate method: sweeping, mopping, scrubbing, and/or vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean/dust and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Clean/dust walls, machines, and equipment.
- Prepare cleaning solutions including water, detergents or acids according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Follow procedures for the use of chemical cleaners and power equipment.
- Clean foot mats, door handles, restrooms, break rooms, etc. daily.
- Reports immediately any quality issues to supervisor.
- General cleaning of buildings.
- Complete tasks in a timely and efficient manner.
- Assists in other areas as needed.

JOB KNOWLEDGE, SKILLS & ABILITIES

- Bilingual English/Spanish reading, writing, and speaking ability is preferred
- Applied knowledge of occupational hazards and safety rules and regulations
- Willingness to uphold ULI employee policies and procedures



- Ability to maintain cleaning equipment and machinery
- Work under pressure while maintaining composure during emergent situations
- Practices safe working techniques

EDUCATION/CERTIFICATION/LICENSURE

- No formal education required.

EXPERIENCE

- 2 to 4 years related experience is preferred.
- Bilingual English/Spanish reading, writing, and speaking ability is a plus
- Knowledge of the standard methods, equipment, and supplies used in janitorial activities
- Ability to maintain cleaning equipment and machinery
- Work under pressure while maintaining composure during emergent situations.
- Establish and maintain effective and harmonious working relationships with customers, tenants, fellow employees, and managers
- Customer service

WORKING CONDITIONS

The position requires the ability to repeatedly push, twist, bend, stand, walk, sit, talk, hear, and use hands to finger, grasp, handle, or feel 100% of the time. The employee must occasionally climb, stoop, kneel, crouch or crawl, reach and grasp as well as lift and/or move up to 100lbs (assisted) 25% of the time. The employee must have the visual acuity to determine the neatness and accuracy of their work 100% of the time and must be able to carry multiple work assignments. The noise level in the work environment is moderate working in general office environments and associated service support areas such as mechanical rooms, loading docks and storage rooms.

TO APPLY

Applications can be requested by emailing HR at hr@uli.com. Completed applications may be submitted to HR via email at hr@uli.com or via fax at (608) 441-0500 with “**Janitorial Technician**” in the subject line.

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