

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**JANITOR**

**Position Code: K4555**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs manual work of responsible nature in the care, cleaning and maintenance of a medium-sized or portion of a large building; may supervise the completion of routine cleaning duties; may be responsible for employee evaluation.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Scrubs, mops, waxes and polishes floors and stairs; dusts and polishes furniture; dusts registers and windowsills.
2. Washes restroom facilities including sinks, stools and urinals, mirrors, and tile; provides necessary restroom supplies.
3. Cleans glass doors and windows located within specific areas; cleans drinking fountains.
4. Responsible for cleaning and emptying of trash cans, I-cycle bins and cigarette receptacles.
5. Vacuums and shampoos carpet areas.
6. Responsible for maintenance of janitorial storage areas.
7. May train new employees, student workers, etc.
8. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and one year experience in the janitorial field.

**Knowledge, Skills and Abilities**

Requires working knowledge of the operation and care of electric sweepers, mop wringers, brushes and other household equipment.

Requires working knowledge of the materials, equipment, and methods commonly employed in the office cleaning operations.

Requires ability to train others in janitorial operations.

**JANITOR (Continued)**

Requires ability to organize work details.

Requires ability to make minor repairs and adjustments to cleaning equipment.

Requires ability to maintain simple records and make reports.

Requires ability to direct the work of student workers.

Requires ability to follow oral and written instructions.

Requires meeting physical examination and drug screening requirements.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - August 11, 2004

Effective – August 11, 2004