



Janitor Job Description

Outpatient Medical Center, Inc.

Summary of Duties

Under the direction of the COO or designee the Janitor will be responsible for the day-to-day cleanliness of OMC building and outside perimeter workplace by cleaning, organizing and disinfecting, according to policies and procedures and must work closely with supervisor to assure all assigned janitorial tasks are completed on a timely basis.

Key Responsibilities:

- Clean the interior of buildings including floors, carpet, rugs, windows and walls
- Disinfect commonly used items like desks, door handles, office tools and phones
- Dust furniture and fixtures
- Check all restrooms every hour and maintain cleanliness
- Walk around outdoor clinic perimeter and pick up trash and view safety concerns every hour
- Perform a safety sweep of entire clinic with push broom every hour
- Empty trash/recycling bins inside and outside of clinic daily
- Notify Central Supply of when cleaning inventory and toiletries that are low in stock
- Perform minor repairs of equipment and tools
- Check light fixtures and ceiling tiles for cleanliness and issues.
- Good organization skills
- Knowledge of safety guidelines when working with chemical cleaners
- Excellent time-management skills
- Complete other duties given by management staff daily

Other Duties:

- Janitor is required to sign off on OMC janitor checklist (**See Attached**) by initialing when each task is completed and turn in checklist daily and notify supervisor of unsafe conditions.

Knowledge, Skills, and Abilities

Knowledge of customer/public service principles and techniques; effective communication styles and techniques appropriate to different customers' cultural competency.

Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), focus on detail and achieve an optimal level of accuracy required in an executive office; handle multiple projects and deadlines; follow-up on tasks and projects; consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; investigate complaints; maintain confidentiality; establish and maintain effective interpersonal work relationships and answer a high volume of phone calls; work towards goals and objectives of OMC; follow OMC policies—including adhering to employee vaccination requirements, the mission, vision, and values of the OMC. The Janitor must also have the ability to receive constructive feedback in a positive manner for professional growth and development; must be dependable, available, and consistent in attendance and ability to accept new assignments that meet OMC growing needs. Ability to maintain appropriate job-related boundaries to support primary assigned duties and not take on unnecessary duties.

Education / Experience

High school diploma or equivalent. Janitorial services experience preferred.

Physical Requirements: Must be physically fit and have the ability to frequently lift items 50 lbs. or more, bend, stoop, crawl, climb, reach, and sit, and/or stand for long periods of time.

Special Requirements

Must have a valid Driver License

Must have reliable transportation,

Must be willing to travel between OMC facilities, if needed.

Must be willing to work evening and weekend hours, if necessary.

Must be in compliance with OMC employment policies.

***Approved by the OMC Chief Executive Officer on 3.28.2025