

Highland Center – Fieldhouse

Position 5

10:30 PM – 7:00 AM

Area	Duty	Frequency
HC Entries: 1000 1004A 1014 1018 1036	Lock and unlock	Daily
HC Hallways: 1002 1004 1008 1010 1012 1014 1016 1016A 1020 1026 1028 1100 1102 1501	Dustmop, edge clean, autoscrub, clean horizontal surfaces. Clean drinking fountains	Daily
HC 1108 (commons area hard-surface floors)	Dust mop, edge clean, autoscrub, empty trash Arrange furniture and clean tables Clean trash receptacles	Daily Daily As needed
HC Otto gym 1906	Dust mop Autoscrub, edge clean	Daily As needed
HN Schellberg gym 186	Dust mop Autoscrub, edge clean	Daily As needed
HC 2 nd floor mezz (hard surface floors) 2004 2008	Dust mop Autoscrub or wet mop	Daily As needed
HC northeast stairwells (2) 1101	Sweep Wet mop	Daily As needed
Swim Coach Offices 1051 1052	Trash* Vacuum * - Trash any time basket is left out for emptying	1x week 1x 2 weeks
PH hallways 101 119	Auto Scrub	Daily
HC entries – north, south, and west (1000, 1004A, 1012, 1014, 1036)	Clean glass, sweep, clean up cigarette butts, empty and clean ashtrays, remove snow and leaves	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Employee may be required to carry a communications device such as 2-way radio, cell phone, or pager.

Employees are responsible for replacing light bulbs in their area where ceilings are of average height – approximately 8 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

Location of equipment closet is room 1032 across from the Pool.

Clean Up Kit	MSDS	Bio-hazard Bucket
Janitor Closet HC 183	Janitor Closet HC 183	Contact Foreman