

**GAGE
GMW LEAD
7:30 AM – 4:00 PM, Sun. – Thurs.**

Area	Duty	Frequency
Absences	Cover absent staff areas	As needed
Students	Supervise and assign work	As needed
Showers	Cycle clean / sanitize	Weekly
Carpet	Help cycle clean on ground floor and other floors	As needed
Projects		As directed
Main janitor room	Keep stocked with supplies Maintain supplies and equipment storing in an orderly manor Clean	Monthly As needed As needed
Lights	Replace bulbs	As needed
Cafeteria	Replace bulbs	Weekly
Vandalism / MR's	Respond as best you can; discuss with the foreman Service should not be withheld without approval of the supervisor	As needed
A & B towers	Help trash –when not subbing	daily
All areas	Help remove recyclables and maintain program	As needed
C/M/G	Trash, police R.R. clean up at entry ways and hallways	Sunday
Student rooms	Thoroughly clean empty resident rooms	At breaks As needed
Outdoors (within ten feet of buildings)	Sweep, pick up cigarette butts, clean ashtrays and remove snow.	As needed
	Other duties as assigned. Employee maybe required to carry a radio or pager.	

Location of equipment closet: Main janitor room ground floor