



pasadena humane society & spca

Janitor

FSLA Classification
Full Time, Non-Exempt, Tier 7

REPORTS TO: Facilities Coordinator
DIVISION: Operations
DEPARTMENT: Animal Care & Facilities
PROGRAM: Facilities

JOB DESCRIPTION

Summary/Objective

Pasadena Humane Society seeks an individual that will be responsible for cleaning buildings, removing debris and keep areas neat and tidy.

Supervisory Responsibilities: None

Job Duties and Responsibilities:

- Primarily responsible for maintaining and enhancing the cleanliness of the areas surrounding the kennels, including, but not limited to, the walkways, breezeways, sidewalks, planters, socialization yards, wash rack, kitchen, garage, and clutter such as tools and cleaning supplies.
- Communicate regularly with maintenance staff to ensure the shelter is in proper working order. Alert maintenance staff if there are repairs in your area that are needed. Assist maintenance staff as directed by management.
- Restock supplies as needed for efficient shelter operations. Receive shipments from suppliers, unload pallets and place stock in the appropriate storage. Wash and restock transfer cages and traps as needed.
- Provide tactful, friendly and courteous exchanges with the public.
- Complete other tasks and special details as assigned by Facilities Coordinator.
- Keep all areas of the shelter neat and tidy, removing all trash and debris as needed.
- Empty trash receptacles, both inside and out, replace lining of trash cans.
- Maintain all floors within Shelter. Sweep and mop tile floors, vacuum carpeted areas.
- Occasional steam cleaning of carpets. Buffing and sealing tile floors. Knowledge of equipment used preferred.
- Mix and use proper cleaning solutions to remove stains and clean surfaces.
- Keep all restrooms and kitchenettes clean, sanitized and stocked with paper supplies.
- Keep hand sanitizer and soap dispensers filled and maintained throughout Shelter, both inside and out.
- Clean all windows, glass doors and mirrors.



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- Dust all furniture, partitions and counters. Ensure walls and doorways are clean. Vacuum or dust wall vents.
- Help move heavy equipment and furniture when necessary.
- Set up and breakdown rooms and facility for special events.
- Pick up donated items as requested.
- Participate in set up and tear down at offsite events.
- Perform all other duties as requested by Facilities Coordinator & Lead Janitor.
- Assure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Represent PHS at outside meetings, liaison with other organizations and contractors/partners as needed. Make presentations and speak publically on PHS.
- Perform other duties as assigned.

Requirements and Qualifications

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect and courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must have a current California driver's license.

Skills and Qualifications

- High School graduate (or GED/proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Janitor should have basic knowledge of general janitorial/housekeeping practices.
- Must be willing and able to learn how to use a forklift.
- Ability to lift a minimum of 50 pounds.
- Must be able to stay standing or active during entire shift. Daily activities include lifting, bending, stooping, and other strenuous tasks.

Work Schedule

Must be available to work holidays and weekends as assigned (subject to change depending on need or occasional special events).

Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner. Janitors are subject to work directly with animal waste, disinfectants, soiled bedding, and dishes. The majority of the work is performed outdoors and is subject to extreme heat and other weather conditions.

PHS prohibits discrimination against or harassment of any person employed by or seeking



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employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.