



pasadena humane society & spca
open door. dedicated care.

JANITOR, Level 2

Full-Time, Non-Exempt

The Pasadena Humane Society & SPCA is seeking friendly candidate for the position of Janitor, Level 2

REPORTS TO: Kennel Supervisor & Lead Janitor.

TYPICAL RESPONSIBILITIES

Janitor, Level 2 duties include, but are not limited to:

- 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, clutter such as tools and cleaning supplies, kitchen, and garage.
- Communicating 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.
- Restocking supplies as needed for efficient shelter operations. Receiving shipments from suppliers; unloading pallets and placing stock in the appropriate storage. Washing and restocking transfer cages and traps, as needed.
- Being tactful, friendly and courteous with the public.
- Completing other tasks and special details as assigned by Kennel Supervisor.
- Keeping all areas of the shelter neat and tidy, removing all trash and debris as needed.
- Emptying trash receptacles, both inside and out, replacing lining of trash cans.
- Maintaining all floors within Shelter. Sweeping and mopping tile floors, vacuuming carpeted areas.
- Occasionally steam cleaning carpets. Buffing and sealing tile floors. Knowledge of equipment used preferred.
- Mixing and using proper cleaning solutions to remove stains and clean surfaces.
- Keeping all restrooms and kitchenettes clean, sanitized and stocked with paper supplies.
- Keeping hand sanitizer and soap dispensers filled and maintained throughout Shelter, both inside and out.
- Cleaning all windows, glass doors and mirrors.
- Dusting all furniture, partitions and counters. Ensuring walls and doorways are clean. Vacuuming or dusting wall vents.
- Helping to move heavy equipment and furniture when necessary.
- Identifying and reporting any potential repairs to supervisor.
- Performing all other duties as requested by Kennel Supervisor & Lead Janitor.

REQUIREMENTS:

- 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, to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and members/guests with respect and courtesy and to refrain from abusive, insubordinate and/or violent behavior.

SKILLS & QUALIFICATIONS:

Must be high school graduate or possess GED/proficiency certificate and be at least 18 years of age. Janitor should have basic knowledge of general janitorial/housekeeping practices.

WORK SCHEDULE:

Must be available to work holidays and weekends as assigned. Schedule is subject to change depending on need or occasional special events. Must be able to stay standing or active during entire shift, and be able to lift a minimum of 50 pounds. Daily activities include lifting, bending, stooping, and other strenuous tasks.

WORKING CONDITIONS:

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.

BENEFITS:

Full-Time Employees: The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

EXAMINATION:

Qualified applicants will be invited to an interview to further evaluate each candidate's experience, knowledge, skills and abilities.

TO APPLY:

Send résumé along with a brief cover letter to hr@pasadenahumane.org or by mail to Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105 or by fax to (626) 792-3810. **No phone calls or email inquiries.**