



Randall's Farm & Greenhouse

631 Center Street
Ludlow, MA 01056

JOB DESCRIPTION-Janitor

Reports to: Store Owner

Scope of Responsibility: Primary function is to clean and maintain all areas of the retail store (inside and outside) and other buildings. Maintain the functionality and aesthetics of the property.

Duties and Responsibilities:

- Clean building floors by sweeping, mopping , scrubbing or vacuuming
- Gather and empty trash
- Service, clean and supply restrooms.
- Clean and polish furniture and fixtures
- Clean windows, glass partitions and mirror, using soapy water or other cleaners, sponges and squeegees.
- Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment and supplies either manually or by using hand truck.
- Remove snow from sidewalks, driveways and parking areas using snowplows, snow blowers and snow shovels and spread snow melting chemicals.
- Set up, arrange and remove tables, chairs, ladders and scaffolding to prepare facilities for events.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Keep the premises safe, clearing hallway obstructions, observing fire codes and alerting staff and management of any possible safety hazards.
- Accomplishes all tasks as assigned or requested.
- Maintains proper dress and adheres to company policies



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- Perform other related duties including assisting other departments.

Education: High School equivalency

Age Requirement: Must be minimum 21 years old

Skills: Must be able to follow oral and written instructions and established procedures. Communicate in an effective and professional manner. Basic math skills preferred.

Experience: On The Job Training

Physical Requirements: Ability to exert maximum muscle force to lift, push, pull or carry objects. Must be able to bend, stretch, twist or reach with body, arms and legs. Strenuous physical effort: (lift/carry frequent up to 50#.) Prolonged standing/walking required.

Working Conditions: Subject to all weather conditions.