

Janitor Job Description

A comprehensive job description template
for Australian cleaning businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and cleaning industry practices at the time of publication. You should review and tailor this template to suit your business, facility type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Janitor / Cleaner / Facilities Maintenance Cleaner

1.2 Position Summary

The Janitor is responsible for maintaining the cleanliness, safety and functionality of buildings and facilities. This role combines general cleaning duties with minor maintenance tasks, waste management and basic security responsibilities to ensure premises are well-maintained, presentable and safe for occupants.

The position requires reliability, physical fitness and the ability to work independently with minimal supervision. Janitors must follow cleaning schedules, identify and report maintenance issues and ensure the facility meets required cleanliness and safety standards.

1.3 Reporting Structure

This position reports to:

- Cleaning Supervisor / Site Manager
- Facilities Manager / Building Manager
- Operations Manager / General Manager

1.4 Employment Type

This position is available as:

- Casual (variable shifts based on facility needs)
- Part-time (regular rostered shifts)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 General Cleaning

- Sweep, mop and vacuum floors throughout the facility
- Dust and wipe down surfaces, furniture and fixtures
- Clean windows, glass doors and mirrors
- Remove cobwebs and maintain clean walls and ceilings
- Clean and polish entrance areas and reception spaces
- Maintain cleanliness of corridors, stairwells and common areas
- Follow daily, weekly and monthly cleaning schedules

2.2 Floor Maintenance

- Operate floor cleaning machines including scrubbers and polishers

- Strip, seal and polish hard floors as required
- Shampoo and deep clean carpets periodically
- Remove marks, stains and scuffs from floors
- Ensure floors are dry and safe to prevent slips and falls
- Maintain floor cleaning equipment and report faults

2.3 Bathroom and Washroom Cleaning

- Clean and sanitize toilets, urinals and hand basins
- Clean mirrors, tiles and bathroom fixtures
- Restock toilet paper, hand soap and paper towels
- Empty sanitary disposal units and replace liners
- Disinfect high-touch surfaces including door handles and taps
- Ensure bathrooms meet hygiene standards throughout the day
- Report plumbing issues or maintenance needs

2.4 Waste Management

- Empty waste bins throughout the facility
- Replace bin liners and ensure bins are clean
- Sort waste into general waste, recycling and organic bins
- Transport waste to collection areas
- Maintain cleanliness of waste collection areas
- Comply with waste disposal and recycling procedures

2.5 Minor Repairs and Maintenance

- Replace light bulbs and fluorescent tubes
- Fix minor plumbing issues such as dripping taps or blocked drains
- Repair or replace door handles, hinges and locks
- Touch up paint on walls and furniture
- Tighten loose fixtures and fittings
- Report major maintenance issues to management
- Maintain basic tools and equipment

2.6 Security and Facility Checks

- Lock and unlock doors and windows as required
- Check that all areas are secure at the end of shifts
- Monitor for unauthorized access or suspicious activity
- Report security concerns to management
- Conduct basic safety inspections during cleaning rounds

- Ensure emergency exits are clear and accessible

2.7 Chemical and Equipment Management

- Use cleaning chemicals safely according to labels and safety data sheets
- Mix and dilute chemicals correctly
- Wear appropriate personal protective equipment (PPE)
- Store chemicals securely in designated areas
- Maintain cleaning equipment and report faults
- Order cleaning supplies when stock is low

3. Required Skills and Attributes

3.1 Essential Skills

Reliability and Punctuality

Consistent attendance and punctuality for all shifts. Dependable work ethic with ability to complete tasks without constant supervision. Commitment to maintaining scheduled cleaning routines.

Physical Fitness

Physical capability to stand, walk, bend and lift for extended periods. Stamina for physically demanding cleaning and maintenance tasks. Ability to lift and carry up to 20kg. Manual dexterity for operating cleaning equipment.

Attention to Detail

Thorough cleaning approach with high standards. Ability to notice areas requiring attention. Pride in maintaining clean, presentable facilities. Recognition of potential safety hazards.

Time Management

Ability to prioritize tasks and work efficiently. Completing cleaning duties within allocated timeframes. Managing multiple responsibilities across different areas. Self-motivation and initiative.

Basic Maintenance Skills

Competency in minor repairs and handyman tasks. Understanding of basic building systems. Ability to use hand tools safely. Problem-solving approach to maintenance issues.

Safety Awareness

Understanding of workplace health and safety procedures. Knowledge of chemical safety and PPE use. Hazard identification and reporting. Following safety protocols and procedures.

3.2 Personal Attributes

- Trustworthy and honest with high integrity
- Professional appearance and work ethic
- Ability to work independently without supervision
- Flexibility to work varied shifts including early mornings, evenings and weekends
- Positive attitude and pride in work

- Good communication skills for reporting issues
- Respectful of building occupants and their property
- Environmentally conscious approach to waste and resource use

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Eligibility to work in Australia
- National Police Check (for schools, hospitals and sensitive facilities)
- Working with Children Check (for school and childcare facilities)
- Physical fitness for manual handling and active work
- Ability to work flexible roster including weekends and public holidays
- Basic literacy for following cleaning schedules and safety instructions

4.2 Desirable Qualifications

- Certificate II or III in Cleaning Operations
- Previous janitorial or cleaning experience
- Manual handling certificate
- Chemical handling and safety training
- First Aid certificate
- Basic handyman or maintenance experience
- Driver's license (for roles servicing multiple sites)

4.3 Experience

Previous experience in janitorial, cleaning or facilities maintenance roles is highly valued. Entry-level positions are available for reliable candidates willing to learn. Experienced janitors should demonstrate competency in cleaning procedures, equipment operation, minor maintenance tasks and ability to work independently.

5. Working Conditions

5.1 Hours of Work

- Early morning shifts (5am-1pm), day shifts (7am-3pm) or evening shifts (3pm-11pm)
- Weekend and public holiday work may be required
- Shift lengths typically 6-8 hours
- After-hours or on-call availability for emergency cleaning
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Ability to stand and walk for entire shift duration
- Physical capability to bend, kneel, reach and stretch
- Manual handling of equipment, supplies and waste (up to 20kg)
- Climbing ladders for high-level cleaning and maintenance
- Repetitive movements including sweeping, mopping and scrubbing
- Physical stamina for active, demanding work

5.3 Work Environment

- Indoor facility environments including offices, schools, hospitals or commercial buildings
- Climate-controlled spaces and outdoor areas
- Exposure to cleaning chemicals, dust and odours
- Working independently with minimal direct supervision
- Interaction with building occupants and facility users
- Noise from cleaning equipment

5.4 Uniform and Safety Equipment

- Uniform provided by employer (typically shirt and trousers)
- Closed, non-slip safety footwear required
- Personal protective equipment (gloves, safety glasses, masks) provided
- Hi-visibility clothing if working in vehicle areas
- Professional appearance and personal hygiene standards
- ID badge to be worn at all times

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Cleaning Services Award 2020 (MA000022). This modern award sets minimum pay rates, penalty rates, allowances and conditions for employees performing cleaning and related services in various facilities including commercial, industrial and institutional premises.

6.2 Classification Level

Janitors are generally classified under the award as:

- Level 2: General cleaning duties including sweeping, mopping, vacuuming, dusting and basic bathroom cleaning
- Level 3: General cleaning plus more complex tasks including floor machine operation, waste management coordination and minor maintenance
- Higher levels: Supervisory duties, team coordination or specialized cleaning tasks

The specific classification level will be determined based on duties performed, skills required and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of base rate (casual 175%)
- Sunday: 200% of base rate (casual 225%)
- Public holidays: 250% of base rate (casual 275%)
- Overtime rates for hours worked beyond standard hours

Casual employees receive a 25% casual loading instead of paid leave entitlements. Part-time and full-time employees accrue leave and receive penalty rates on top of their base rate. Refer to the Cleaning Services Award 2020 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Maintain confidentiality and respect privacy of building occupants
- Follow all organisational policies and cleaning procedures
- Arrive on time for scheduled shifts in full uniform
- Notify management of absence or lateness as soon as possible
- Treat facility users and colleagues with courtesy and respect
- Report concerns or issues promptly to supervisor

7.2 Cleaning Standards

- Maintain high standards of cleanliness throughout the facility
- Follow cleaning schedules and checklists accurately
- Complete all allocated tasks within shift timeframes
- Respond promptly to urgent cleaning requests
- Take pride in maintaining a presentable facility
- Identify and address areas needing attention

7.3 Safety and Quality

- Follow workplace health and safety procedures
- Use chemicals and equipment safely according to instructions
- Wear appropriate PPE at all times
- Report hazards, incidents and near misses immediately
- Maintain clean and organized storage areas
- Participate in safety training and inductions

7.4 Reliability Expectations

- Consistent attendance for all rostered shifts
- Complete work independently with minimal supervision
- Maintain focus and productivity throughout shifts
- Take initiative to identify and complete tasks
- Accept feedback constructively and implement improvements
- Demonstrate commitment to role and facility standards

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Cover letter outlining relevant experience and suitability for the role
- Copies of qualifications and certificates
- Contact details for two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview
- In-person interview at the facility
- Facility tour and practical demonstration
- Reference checks
- Police check and working with children check (where required)
- Pre-employment health assessment if required

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the facility.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____