

JACKIE JOHNSON

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OBJECTIVE: A position as a Janitor / Custodian

SUMMARY OF QUALIFICATIONS:

- 15 years of experience as a residential facility janitor.

SKILLS / EXPERIENCE:

Custodial Care - Common Areas:

- Ensured all common areas are clean and free from debris.
- Kept public restrooms clean and sanitary.
- Provided supplies to restrooms, replacing toilet paper, hand soap, and towels as needed.
- Cleaned restroom floors, walls, sinks, urinals, and commodes on a regular basis.
- Dusted and cleaned machines and other appliances in laundry room.
- Kept laundry, heating, and air conditioning vents clean and clear of dust.
- Maintained basement and storeroom cleanliness at all times.
- Vacuumed offices and common areas.
- Shampooed or steam-cleaned soiled carpets as needed.
- Cleaned and tidied up the conference room on a regular basis.
- Helped clean vacated apartment units to ensure a quick turnaround time for units to be rented.
- Cleaned and washed counter tops and fixtures, set-up tables and chairs, and moved furniture as needed.
- Conducted several inspections during each shift.
- Requisitioned supplies and equipment needed for cleaning and maintenance duties.

Daily Janitorial Duties:

- Performed all housekeeping duties of a daily basis.
- Vacuumed all carpeted floors and hallways.
- Removed spots and stains from carpets as needed.
- Swept and mopped hardwood or linoleum floors.
- Dusted cabinets, shelves, and window sills.
- Dusted and polished furniture and other wooden surfaces.
- Cleaned and shined any stainless steel fixtures.
- Washed windows and glass partitions.
- Cleaned mirrors.
- Cleaned elevators.
- Emptied all the trash cans and recycling bins.
- Placed trash containers and dumpsters-pick-up areas according to trash pick-up schedule.
- Completed all work orders and daily responsibilities in a timely and efficient manner.

EMPLOYMENT HISTORY

Saint Anthony Foundation	Prep Cook	2016 – present
DESE	Janitor	2016
TNDC	Desk Clerk / Janitor	2000 – 2015

EDUCATION:

GED, Washington State Job Corps.