



THE CALIFORNIA CLUB  
LOS ANGELES

|                                     |                                |
|-------------------------------------|--------------------------------|
| POSITION TITLE<br>Overnight Janitor | DEPARTMENT<br>Janitorial       |
| REPORTS TO<br>Janitorial Supervisor | FLSA DESIGNATION<br>Non-Exempt |

August 2022

### POSITION PURPOSE

The job duties of Janitor include but are not limited to the following tasks. The Overnight Janitor will meet with either the Supervisor or Assistant Supervisor on daily basis to receive direction on what jobs are to be completed for the day. You will be responsible for cleaning and maintaining an assigned station. Depending on the area that you are assigned, duties will include vacuuming carpets, mopping floors, dusting furniture, cleaning windows and mirrors. Some assignments also include cleaning bathrooms and locker rooms, showers, etc. The California Club is a historical landmark, and the daily maintenance requires great attention to detail and preservation.

### OTHER

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Club. This possibly will include working weekends and holidays. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with the California Club rules and regulations for the safe and effective operation of the club's facilities. Employees who violate club rules and regulations will be subject to disciplinary action, up to and including termination of employment.

### SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the Club:

- Assists in other areas when requested by Supervisors.
- Cleans supplies daily and stores them in proper storage areas.
- Allowed two 10-minute breaks, one at 4:30 am and the other at 8:30 am. Also allowed one 30-minute breakfast break at 7:00am.
- Completes any other task as assigned by the Supervisor or Management.

## JOB DESCRIPTION (Continued)

POSITION TITLE: Overnight Janitor

### SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must have knowledge of and be able to operate all equipment related to the department
- Must have knowledge of chemicals and how to mix the chemicals used in the departments.

### PHYSICAL DEMANDS

- Most work tasks are performed indoors. Temperature is moderate and controlled by club environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to exert well-paced ability in limited space.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Must be able to exert well-paced ability to maneuver cleaning equipment.
- Must be able to lift equipment and materials up to 40lbs frequently.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. frequently.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

### QUALIFICATION STANDARDS

#### Education

High school or equivalent education

#### Experience

Minimum of six months-prior experience.

#### Licenses or Certificates

None

#### Grooming

All employees must maintain a neat, clean and well-groomed appearance. Ensure uniform and personal appearance are professional per the California Club standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.