
Building Janitor Resume

Job Objective

Seeking the position of Building Janitor where I can display my dedication and skills.

Highlights of Qualifications:

- Extensive experience of providing building cleaning and maintenance services
 - In-depth knowledge of housekeeping, floor polishing and trash removal procedures
 - Remarkable knowledge of all applicable governmental laws and company policies
 - Familiarity with inventory ordering and report writing practices
 - Ability to execute physically demanding tasks like lifting heavy objects
 - Ability to change HVAC filters and perform minor repairs on mechanical systems, properly
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Professional Experience:

Building Janitor
FirstService Residential, San Gabriel, CA
August 2012 – Present

Responsibilities:

- Swept and mopped building premises and maintained cleanliness of building area.
- Dusted, wiped, and polished all furniture and fixtures, carefully.
- Collected and disposed of garbage from trash containers, efficiently.
- Operated and maintained all company-provided cleaning equipments, safely.
- Observed and maintained the security of the building property.
- Prepared and maintained accurate inventory and maintenance records and reports.

Building Janitor
Plymouth Housing Group, San Gabriel, CA
May 2009 – July 2012

Responsibilities:

- Cleaned, stripped, and polished all building floors and shampooed carpets, as assigned.
 - Changed defective light bulbs and performed minor building maintenance jobs.
 - Gathered, sorted, and removed all garbage to designated disposal sites.
 - Cleaned, tidied, and painted all vacant apartments, as directed.
 - Ordered and maintained the stock-level of all restroom supplies and cleaning materials.
 - Identified and reported all building repair needs and safety hazards to supervisor.
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Education:

High School Diploma
Brownstown Jr./Sr. High School, Brownstown, IL

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