

Janitor job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a janitor to keep our [building or facility] clean, safe, and welcoming for everyone who works in or visits it.

What you'll do

- Clean and sanitize restrooms, break rooms, offices, and common areas.
- Sweep, mop, vacuum, and scrub floors.
- Empty trash and recycling and take it to collection areas.
- Restock paper products, soap, and supplies.
- Operate floor machines such as scrubbers and burnishers.
- Report repairs, safety hazards, and pest problems.
- Set up rooms for meetings and events.
- Use and store cleaning chemicals safely.

What you'll need

- Ability to stand, walk, bend, and lift up to 40 pounds for the full shift.
- Reliability and good attendance.
- Ability to follow cleaning procedures and safety rules.
- Ability to pass a background check where required.

Nice to have

- Previous custodial or commercial cleaning experience.
- Floor care experience.
- Experience in [school, healthcare, or office] settings.

Skills

Thoroughness, Reliability, Chemical safety, Time management, Trustworthiness, Independence.

Physical demands and work environment

Indoor facility, often evenings or nights. Requires standing, walking, bending, lifting, and using cleaning chemicals and equipment.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$17.71 (BLS OEWS, May 2025, SOC 37-2011, Janitors and cleaners, except maids and housekeeping cleaners).
- Median annual equivalent: \$36,840 (hourly median x 2,080 hours).
- Mean annual wage: \$38,760.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Janitors are nonexempt. OSHA's Hazard Communication Standard requires training on the chemicals they use and access to safety data sheets, and custodians who may handle sharps or bodily fluids need bloodborne pathogen training. California requires janitorial employers to provide sexual harassment prevention training to janitors under its Property Service Workers Protection Act, and employers there must register with the Labor Commissioner.

How to customize it

- Name the building type and shift.
- List equipment used.
- Say whether the role works alone or on a team.
- Mention any background check requirement.

Interview questions

1. How do you make sure nothing gets missed on a nightly cleaning route?
2. What would you do if you spilled a cleaning chemical?
3. How do you stay motivated when working alone at night?
4. Tell me about your experience with floor machines.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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