



POST FALLS HIGHWAY DISTRICT  
JANITORIAL SERVICE NOTICE

Post Falls Highway District is currently seeking an energetic and highly motivated individual or business to perform general weekly cleaning of our office buildings. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning as the need arises. The Janitor will be responsible for cleaning and sanitizing our 4,719 sf building which includes offices, meeting rooms, bathrooms, kitchen, stairs and public areas, as well as two rooms in the shop building. Job is performed on Friday, Saturday and/or Sunday.

The current janitor is retiring and has worked independently putting in just under 300 hours per year. Cleaning supplies will be supplied by the individual or business; vacuums are available on site. The shop areas contain grease, mud and gravel. **Start date is January 1, 2019.**

Required Routine Responsibilities include:

- Perform general janitorial service including but not limited to vacuuming, sweeping, mopping, sanitizing work surfaces, garbage removal (dumpsters on site), assorted kitchen cleaning
- Complete non-routine cleaning according to specified job orders
- Notify District Clerk of occurring deficiencies or needs for repairs
- Follow all health and safety regulations

Added Responsibilities may include:

- Carpet cleaning
- Glass cleaning
- Dusting Window blinds

Required Skills:

- 2+ years janitorial experience
- Strong attention to detail
- Capacity to take direction and cooperate with staff
- Ability to anticipate needs that have not been directed
- Physically capable of lifting and moving objects up to 50 pounds as necessary

Applicant Requirements:

- Must be bonded
- Must be in compliance with state and federal laws, see below note

To apply, please submit in your proposal:

- Introduction of individual or business
- Pricing (if you charge by square foot, include monthly approximation)
- List of at least three (3) clients with contact information

Please contact District Clerk, Shirley Walson, at (208) 765-3717 or [shirley@postfallshd.com](mailto:shirley@postfallshd.com) for any questions and to view the work spaces. **All applications are due December 13, 2018 by 2:30 pm.** Current office hours are Mon-Fri, 6:00 am to 2:30 pm.

Post Falls Highway District is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency), employment preference is provided to Veterans of the United States Armed Services in accordance with provisions of Idaho Code. Contractors or individuals working for the PFHD must be legal to work in the United States; a background check will be required.