**PROFESSIONAL JANITOR RESUME SAMPLE**

1342 South Street, Jacksonville, FL 23134

(212) 204-5645

Andy.Doe@gmail.com

*Janitor with 7+ years of experience of hotel and school maintenance, following safety regulations and working with teams to achieve institutional efficiency goals. Aiming to leverage my proven management skills and vast skill set to fill effectively fill the managerial role at your university. I am a dedicated worker with a strong work ethic, possess an HVAC/R Certificate, and am bilingual in Spanish/English.*

**PROFESSIONAL EXPERIENCE**

THE REGAL Jacksonville, FL

*Hotel Janitor September 2010 – Present*

## Manage carpet cleaning, vacuuming, floor care, trash removal and restroom cleaning for a hotel of 300+ rooms and 140+ customers per day

## Trained 2 janitors successfully in all aspects of cleaning, maintenance, and safety procedures, ensuring that they follow pre-set processes for maximum efficiency and achieve high standards

## Remove all finger marks and smudges from vertical surfaces, to include doors, door frames, around light switches, private entrance glass and partitions

## Strive to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices

WEST LAKE HIGH SCHOOL Jacksonville, FL

*Janitor September 2007 – 2010*

## Dust and wipe clean all office furniture, files, fixtures, paneling, window sills and all other horizontal surfaces in a 3000+ student school

## Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created

## Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems

## Mow and trim lawns and shrubbery, using mowers and hand powered trimmers, and clear debris from grounds

**EDUCATION**

**BRATWURST HIGH SCHOOL** **Chicago, IL**

*Diploma, June 2007*

* GPA 3.5/4.0

**ADDITIONAL SKILLS**

* Ability to complete basic to moderately difficult repairs, including electrical skills
* Expert with common hand and power tools for repair and maintenance (power drills, mowers, ratchets, etc.)
* Bilingual in Spanish and English

**CERTIFICATIONS**

* Heating, Venting, Air Conditioning and Refrigeration (HVAC/R) Certificate