Janitorial & Grounds Maintenance Worker
Classification Level NE 1
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 11/10/2026
Hours: Up to 25/week
Apply To: Avery Whitehead

REPORTS TO: Janitorial and Grounds Supervisor
HAS DIRECT REPORTS? No

JOB SUMMARY:
Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This position is responsible for performing janitorial and grounds keeping tasks at KAC and multiple off site contracted locations.

TYPICAL RESPONSIBILITIES:
1. Clean and sanitize restrooms, office spaces, and assigned facility spaces
2. Empty trash cans and pick up litter
3. Sweep, mop, vacuum, and wash floors
4. Restock supplies such as soap, paper towels, and toilet paper
5. Clean windows, mirrors, and glass surfaces
6. Perform light maintenance tasks as assigned
7. Seasonal yard work, i.e. cutting grass, snow shoveling, weeding, leaf pick up etc.
8. Operate power and manual equipment
9. Maintain tools and supplies and report any repairs or replacements needed
10. Work with various cleaning chemicals to perform a variety of cleaning tasks
11. Work outside in all types of weather, i.e. snow, wind, rain and heat
12. Work effectively with a culturally diverse staff and the public
13. Perform all other duties as required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:
- Physical capacity to work inside and in the outdoor environment in all-weather
- Ability to work independently
- Ability to understand labels attached to various cleaning materials and equipment
- Reliable transportation to get to worksites

PREFERRED QUALIFICATIONS:
- Valid driver's license with clean driving record.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 1/7/2026

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PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and speak is useful. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push, pull, and carry a minimum of 50 pounds alone, 80 pounds with help. The employee must be able to reach, twist, stoop, kneel, bend, walk up & down steps, and climb step ladder on a frequent basis.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring, and managing resources.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.