**Bob Doleson**

742 Evergreen Terrace, St. Joseph, Missouri, 64507

[Bdoleson@email.com](https://email.com/)

202-555-0146

**A. Summary**

A janitor with 3+ years of experience in the fast-paced world of hospitals and assorted healthcare facility settings. I have a demonstrated ability to follow all safety rules and regulations. Outgoing and detail-oriented, I am proficient at building maintenance both indoors and outdoors. I'm seeking to bring my professional expertise to your company. I have certification in heating ventilation and air-conditioning.

B. Work Experience

**01/2015 – Current – City General Memorial Hospital, St. Joseph, Missouri**

**Responsibilities:**

* Gather and empty trash.
* Service, clean, and supply restrooms.
* Clean and polish furniture and fixtures.
* Clean hospital equipment, using solvents, brushes, rags, and power cleaning equipment.
* Observes appearances and conditions of premises to provide recommendations for needed repair and improvements to buildings, grounds, and equipment.
* Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
* Maintain records as required.

**Achievements:**

* Promoted to shift supervisor after six months of employment.
* Employee of the Month Award - June 2015.
* Updated the system for stripping and waxing floors reducing chemical usage and saving $1000 a month.

**06/2013 – 01/2015 – Maple Acres Long Term Care, St. Joseph, Missouri**

**Responsibilities:**

* Trash removal.
* Cleaned doctors' offices, patient rooms, nursing stations, and public spaces.
* Kept supply room stocked with cleaners.
* Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
* Performed miscellaneous maintenance throughout facility. Maintain records as required.

**Achievements:**

* Created a manual and standard operating procedures for new employee training.
* Wrote monthly cleaning tips articles for employee newsletter.

**C. Education and Academic Training**

Saint Joseph Technical School

HVAC Certification, May 2015

Saint Joseph High School

High School Diploma, May 2013

**D. Job Related Skills**

* Masterful knowledge of modern cleaning equipment and chemicals;
* Familiar with OSHA regulations with safe chemical handling and disposal;
* Able to clean and sanitize in a safe manner;
* Capability to track and maintain stock of janitor closets in a clean, organized, and safe manner;
* Keeping cleaning equipment in a safe and operable condition;

**E. General Skills**

* Ability to follow written and oral instruction;
* Can prioritize multiple tasks;
* Ability to communicate effectively with co-workers;
* Willing to work alone or with team;
* Active listening to help with the concerns of team members and other employees;
* Ability to use a multi-line switchboard;