

Premair Cleaning Job Description

Job Title: Cleaning Specialist
Reports To: Operations Manager
FLSA Status: Non-Exempt

Summary: Maintains a clean and sanitary facility at all times by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Monitors building and grounds to ensure a neat and clean presentation and environment. *
2. Performs various cleaning and maintenance activities to include sweeping and mopping all surfaces, polishing as necessary all floor space, and vacuuming carpeted areas. *
3. Follows all written and verbal instructions. *
4. Ensures all cleaning supplies are stored in appropriate areas. *
5. Cleans rest rooms to include disinfecting toilets, sinks, tub-shower, and floors, and restocking rest room supplies as needed. *
6. Empties all trash cans on a daily basis and disposes of trash in designated areas. *
7. Washes windows and window coverings in all rooms as needed. *
8. Dusts all counter tops, fixtures, and furniture as needed. *
9. Maintains all equipment to include vacuum cleaners, trashcans, mop buckets, and cleaning supplies. *
10. Ensures security of building during and after completed jobs and reports any security violations to management. *
11. Reports the need for any major repairs to management. *
12. Reports emergency maintenance problems and/or environmental hazards immediately.*
13. Adheres to all company policies and procedures paying special attention to health and/or safety procedures. *
14. Maintains an environment that is comfortable, positive, and free of unlawful discrimination and sexual harassment. Employees and guests shall be treated equally with dignity and respect. Discrimination based on race, color, religion, national origin, age, gender, disability, sexual preference or marital status will not be tolerated.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED) or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.

*Essential Function

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions and risk of electrical shock.

The noise level in the work environment is usually quiet.

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 regularly required to stand; walk; use hands; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 45 pounds.

Treatment of Employees

Unfair treatment of your co-workers or subordinates includes, but is not limited to:

- Racial, ethnic, religious or other slurs.
- Rudeness, abusive language or other mistreatment of employees in a hostile manner.
- Unequal terms and conditions of employment including, but not limited to hiring, discipline, wages and benefits, scheduling, promotions, transfers, assignments and termination of employment.
- Verbal, physical or visual expressions of a sexual nature, direct or indirect sexual advances, or requests for sexual favors, sexual innuendo; suggestive comments; photographs, drawings, or writings; physical contact such as touching, pinching or brushing against; expressions such as leering, whistling, obscene gestures; jokes of a sexual nature.

You are responsible for helping to prevent discrimination and harassment by not participating in such activity, as well as reporting any activity that makes you, a co-worker uncomfortable or creates a hostile environment. If you see or hear about discrimination/harassment or anyone, by anyone, it is part of your job to report it. We urge you to report the complaint to your Operations Manager or higher person in the chain of command. Premair Cleaning has a "zero tolerance" policy for these areas of employee conduct. Violations of this policy may result in disciplinary action, up to and including termination.