

# EmployAbility

**Exempt:**

**Non-Exempt:** Yes

**Title:** Part-time Cleaner

**Reports To:** Facilities & Transportation Director

**Department:** Facilities and Transportation

**Effective Date:** July 1, 2019

## **JOB SUMMARY**

Responsible for performing required maintenance procedures to ensure the safety and cleanliness of all buildings.

## **ESSENTIAL JOB DUTIES**

1. Must be able to keep office buildings in clean and orderly condition utilizing sweeping, mopping, stripping, waxing, and buffing of floors. Will clean restrooms and empty trash.
2. Must be of good humor, accept rapid change, have a positive mental attitude and be able to maintain a level attitude under adverse conditions.
3. Anticipates program needs and maintains needed supplies.
4. Ensures that safety/health precautions are observed.
5. All other duties as assigned.

## **COMPETENCIES**

1. Knowledge of cleaning supplies and equipment as well as equipment and chemicals used for floor care.
2. Must have cognitive ability to read, write and speak clearly.
3. Must be capable of learning proper cleaning and safety techniques in performing routing work.
4. Must be self-motivated and capable of working with minimum supervision.
5. Must have a valid Georgia Driver's License, current automobile insurance, and reliable transportation.
6. Must consent to background investigation (motor vehicle report included) and finger printing.
7. Must be able to obtain First Aid and CPR Certification.

## **MINIMUM QUALIFICATIONS**

1. High school diploma or GED.
2. Two years of related experience including equipment usage in floor care.

## **JOB REQUIREMENTS**

1. Working Conditions: Indoor and out of doors and outside maintenance. Equipment Operation: Must demonstrate ability to operate a walk behind floor buffer machine, vacuum cleaner and be able to work with building maintenance equipment, tools, and products.
2. Physical Requirements: Must demonstrate ability to bend, stoop, reach, climb ladders and lift up to 50 pounds.



**SUPERVISION OF OTHER POSITIONS**

1. None

**SALARY/BENEFITS**

Salary is commensurate with education, qualifications, and work experience.

**APPLICATION DEADLINE**

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_