

## JOB DESCRIPTION

**Job Title:** Cleaner

**Department:** Facilities

**Reports To:** Production Manager

**Status:** Nonexempt

**Date Issued:**

### SUMMARY:

Cleaners perform a range of duties to keep your business clean, such as dusting, mopping, sweeping, waxing floors and vacuuming. They're also responsible for performing routine inspections to check that spaces like restrooms are always sanitary and fully stocked.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all basic cleaning throughout building.
- Perform outside maintenance, keeping pathways clean and salted in the winter months
- Cleans floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows.
- Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.
- Vacuums, empties trash, and replaces liners.
- Monitors and maintains sanitation and organization of assigned areas.
- Performs additional duties as needed.

### OTHER DUTIES AND RESPONSIBILITIES:

- Set up meeting rooms for occasional customer visits or conferences

### MINIMUM QUALIFICATIONS:

- High school diploma, GED, or equivalent
- General knowledge of cleaning products, supplies, and techniques for cleaning
- Previous cleaning experience a plus
- Valid driver's license

---

*The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team

**PHYSICAL DEMANDS:**

- Must be physically capable of performing 8 hours of physical work each day
- Physically able to reach, stretch, bend, and walk during the daily routine, with ability to stand for long lengths of time; physically able to push vacuum cleaner for extended periods of time; ability to lift up to 25 to 30 pounds

**WORK ENVIRONMENT**

- Office/Warehouse environment
- Working both inside and outside

---

*The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*