



Job Title: Cleaner/Janitorial
Reports to: HR/Safety Manager
Created: 5/7/2020

Department: 100
Revised:

Objective

The cleaning person will be responsible for cleaning our offices and manufacturing facility. The goal is to keep our buildings, offices and restrooms clean and in orderly condition.

Responsibilities

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc).
- Clean office areas
- Clean windows
- Clean outside grounds
- Carry out heavy cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff regarding cleaning needs
- Follow all health and safety regulations
- Emptying trash bins.
- Disinfect required areas.
- Steam-clean carpets when necessary
- Use cleaning solutions to remove stains and clean surfaces.
- Mix various cleaning agents.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture and scrub surfaces clean.
- Move heavy equipment and furniture if needed

Requirements

- Proven working experience as a cleaner
- Bi-Lingual a plus- Must speak English
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Safety Data Sheets
- Integrity
- High school diploma or GED.