CLEANING SERVICES B

Facilities

POSITION SUMMARY

Performs a broad range of cleaning services necessary to maintain the college campus or facility in a clean and orderly condition for effective use by students, faculty and the public.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- A Cleaning Services B maintains areas of buildings in a clean, safe and sanitary condition. Some direct supervision and direction required.
- Is aware of safety and health practices associated with cleaning services.
- Dust mops and sweeps floors. Wet mops and polishes floors. Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations. Services soap and paper dispensers, and similar fixtures. Cleans chalkboards, trays and erasers. May make up beds with linens.
- Dusts walls, desks, furniture, light fixtures, Venetian blinds, cabinets, ceilings, lockers, telephones, and other building accessories.
- Vacuums and spot cleans carpeting. Shampoos, cleans and treats carpeting. Refinishes and seals hardwood floors. Correct use of floor sealers, floor finishes and floor dressings. May operate equipment such as carts, scrubbing machines and extractor cleaning machines. Correct choice, and safe use of; cleaning materials, machines, tools and power cleaning equipment.
- Maintains in a sanitary condition restrooms fixtures and floors utilizing proper and safe use of cleaning materials and chemicals. Sterilization; sanitation methods and techniques used in housekeeping work.
- Safely moves, sets up, adjusts; desks, tables, and other furniture and equipment as required.
- Locks and secures assigned areas.
- Reports any problems, needed repair items or safety situations to any Cleaning Services supervisor.
- Work effectively and harmoniously with college students, faculty, fellow employees and community members.
- Perform related duties as assigned.

QUALIFICATIONS

The successful completion of a Cleaning Services course, or six (6) months of recent full-time cleaning service experience. The ability to receive and deliver communications in oral and written English; safe use of a stepladder. Able to lift up to 50 lbs.
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and tfeng@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Date prepared 09/20/18