Cleaning Services

Facilities

Summary of Duties, Responsibilities and Goals

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.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. A Cleaning Services B maintains assigned areas of buildings in a clean, safe and sanitary condition. Some direct supervision and direction required.
2. Is aware of safety and health practices associated with cleaning services.
3. Dust mops and sweeps floors.
4. Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations.
5. Dusts walls, desks, furniture, light fixtures, Venetian blinds, cabinets, ceilings, lockers, telephones, and other building accessories.
6. Vacuums and spot cleans carpeting.
7. Services soap dispensers, towel and tissue boxes, and similar fixtures.
8. Cleans chalkboards, trays and erasers.
9. Washes and spot cleans; such as walls, windows, furniture, plumbing, light fixtures, Venetian blinds; utilizing proper and safe use of cleaning materials and chemicals. Sterilization; sanitation methods and techniques used in housekeeping work.
10. Wet mops and polishes floors; May make up beds with linens.
11. Shampoos, cleans and treats carpeting.
12. Sweeps and cleans lunch areas, walks. Hoses down exterior paved areas and building exteriors as required. (Limited by water rationing).
13. Safely moves, sets up, adjusts; desks, tables, and other furniture and equipment as required.
14. Locks and secures assigned areas.
16. Gives information in regard to locations of various campus facilities and otherwise assists students, faculty, and the general public using campus facilities.
17. 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.
18. Reports any problems, needed repair items or safety situations to any Cleaning Services supervisor.
19. Work effectively and harmoniously with college students, faculty, fellow employees and community members.
20). Perform related duties as assigned.

The following job accountabilities may be reassigned:

1. Performs other duties as assigned or requested.

**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.

 Supervisor: _______________________________    Date: __________________

 Employee: _______________________________    Date: __________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.