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Position Purpose: Responsible for thoroughly cleaning a specific area within a commercial facility based off of Corporate Cleaning Group procedures.

Major Job Functions:

-  Vacuuming
-  Dry and wet mopping
-  Trash Removal
-  Dusting
-  Cleaning all areas of restrooms
-  Clean glass
-  Wiping surfaces
-  Understanding and accepting that inspections of your area will be conducted
-  Correct any concerns or issues from an inspection ASAP.
-  Restocking paper products and soap dispensers
-  Turning off lights
-  Locking and securing the facility at the end of the shift

Other Job Duties:

-  Follow job cards
-  Communicate in the communication log and with your direct supervisor
-  Clock in and clock out your daily hours worked
-  Communicate any equipment issues
-  Keep all supplies and equipment organized in janitor's closet
-  Empty and change vacuum bags before they are full
-  Report any matter that goes against company policy or would harm the company

Employee Signature

Date