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Position Purpose: Responsible for thoroughly cleaning a specific area within a commercial facility based off of Corporate Cleaning Group procedures. In addition to cleaning, this position will serve as a point of contact for their night manager.

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
-  Typically will be a key holder
-  Direct communication with the manager.
-  Communicate/relay an immediate need to the cleaning staff.
-  Follow up on a cleaning issue/request to ensure it was completed

Other Job Duties:

-  Follow job cards
-  Communicate in the communication log
-  Clock in and clock out your daily hours worked
-  Communicate supply needs to manager
-  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