

Job title	<i>Service Cleaner</i>
Reports to	<i>Supervisor</i>

Job purpose

- To ensure all homes and offices are cleaned to exceed the customers' expectations.

Duties and responsibilities

- Utilize the client's customized Residential & commercial cleaning checklist to perform all tasks to the standards established Empire Clean Team. Common tasks can include:
 1. Dust furniture, equipment, partitions, walls, etc.
 2. Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and/or kitchenettes
 3. Replenish supplies in restrooms, break rooms and kitchen
 4. Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners
 5. Empty trash cans and recyclables into disposal areas
 6. Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Identify potential safety or maintenance issues and communicate them to client in the comments section on the customer checklist.
- Arrive to work (client location) at scheduled time, perform services to established standards and insure the client's facility is locked and secured when you finish and leave.
- Handle special requests for customers as appropriate and note handling on the customer checklist and company paperwork
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

Qualifications

- Flexibility for evening/week-end hours on various sites. Night hours expected.
- 2 years residential and commercial cleaning or comparable training or experience.
- Previous residential and commercial cleaning experience.
- Honest, trustworthy, focused with good personality.
- A good team worker.
- Excellent attention to detail.
- Verifiable work history with solid references.
- Must be available for on call assignments.
- Must have reliable transportation and travel to and from assignments
- Must be able to work unsupervised
- Able to do other tasks that are asked of them by their immediate supervisor/manager in regards to the job.
- Able to read, write, and speak English.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	