



Cleaning Specialist

Touch of Class Cleaning is hiring detailed cleaning specialists for numerous Commercial/Residential properties.

- Seeking dependable, hardworking individuals.
- Strong attention to detail required.
- Must be able to work fast paced environments with multiple distractions.
- Must be able to follow written/verbal instructions.
- Must be able to spend majority of day bending, twisting, pushing, pulling, and kneeling while cleaning., and lifting and dumping full trash cans
- Must be flexible in hours and days worked.
- Janitorial/housekeeping experience helpful, not required.
- RELIABLE TRANSPORTATION REQUIRED
- VALID DRIVERS LICENSE REQUIRED
- Must be able to pass criminal background check.
- Must be willing to work around animals.

DUTIES AND RESPONSIBILITIES:

- Responsible for completing New Employee On-boarding consisting of training on the proper guidelines, procedures, and usage of chemicals and equipment during and on an ongoing basis.
- Must have own reliable transportation to specific contract site locations.
- Ability to meet attendance work schedule with dependability and consistency. Tardiness and absences from work will place hardship on fellow team members and disrupt contracted sites cleaning schedule.
- Adheres to all company policies and procedures paying special attention to health and/or safety procedures in accordance with the Federal Occupational Safety and Health Act (OSHA).
- Maintains an environment that is comfortable, positive, and free of unlawful discrimination and sexual harassment.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To use various types of equipment, materials, and chemicals. All equipment should be inspected to ensure good, safe working order, regularly cleaned and maintained.
- Ability to operate and maintain all equipment to include vacuum cleaners, trashcans, mop buckets, and cleaning supplies. Ensures all equipment and supplies are stored in appropriate areas.
- Sweeping, dusting, waxing, mopping, and scrubbing; washing windows, walls, and floors.
- Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, refrigerators, microwaves, etc.
- Empty trash cans and recyclables into disposal area.
- Clean and polish furniture and fixtures, deep sweep and dust.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees, vacuum, steam clean, or shampoo carpets.
- Wipe down walls and woodwork, doors, wall hangings, baseboards, wash interior & exterior window glass.
- Vacuum, Steam clean or shampoo carpets.
- Perform other duties as assigned.

SUCCESS SKILLS COMPETENCIES:

- Adaptability - manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- Dependability - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honesty - Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- Decision Making - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Self-Discipline - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Self-Motivation - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Good Hygiene/Personal Appearance - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- Courteousness - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Effective Communication - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- Drug Free - Does not use illegal drugs and alcohol; refrains from the use of prescription medication of others; does not use own medication for purposes other than those specifically prescribed.

EDUCATION/EXPERIENCE:

- High school diploma or General Equivalency Diploma (GED) with some experience preferred in a construction cleaning/janitorial/custodial position or related work.
- Some knowledge preferred of cleaning materials, methods, equipment usage, and procedures.

LANGUAGE ABILITY:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group with other employees of the organization.

MATH ABILITY:

- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to understand all safety rules and regulations; ability to wear Personal Protective Equipment (PPE).

WORK ENVIRONMENT:

- The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions and risk of electrical shock. Noise level in the work environment is usually at acceptable levels.