



Job Description

Basic Job Requirement:

- Social Security Card
- Drivers License and own mode of transportation
- At least 21 years of age
- Legally able to work in the United States
- Willing to undergo a background check and drug test (Completed for each new hire. Checks include a period of 7 years)
- Maintain both a smart phone and a bank account

*This is a contractor position (W9) and health benefits are not offered.

Basic Skills Required

- Friendly and cordial to client, facility staff, and coworkers
- Attention to detail is critical
- Ability to handle heavy equipment (up to 20 lbs) and machinery used in cleaning.
- Able to navigate flights of steps and to stand for periods of time (up to 3 hours)
- Ability to walk, bend, push, pull and lift repetitively during working hours
- Willingness to learn about cleaning chemicals and safety
- Ability to work as a team or alone
- Self-motivated

General Job Duties

- Perform daily cleaning tasks
- Cleaning all offices and common areas
- Sweep/Vacuum floors as needed
- Mop floors
- Clean marker boards, dust furnishings, window sills etc.
- Clean restrooms
- Operate automatic floor scrubber (optional but not required)
- Sanitize/disinfecting office spaces or facility on a weekly basis.
- Glass cleaning and window cleaning
- Empty trash receptacles and replace liners.
- Other duties could include coordinating a cleaning team, securing buildings, special event cleanings
- Other duties as assigned

*Compensation averages \$16 an hour based on skills, experience, and contracts