

EMPLOYEE: _____**Department:** Cleaning Technician**Classification:** Non-exempt**Work Site:****Reports To:** Property Manager / Maintenance Manager (circle one)**Approved By:** Human Resources**Revision Date:** February 14, 2013**Effective Date:** August 31, 2011**Purpose**

Under general supervision, performs any combination of light cleaning duties to maintain a property in a clean and orderly manner. Performs related duties as assigned.

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job duties.

Essential Duties

Provide a full range of unskilled and semi-skilled tasks in the maintenance of buildings and grounds including, but not limited to:

- Participate in minor custodial activities involved in office cleaning, e.g. spot removal, wipe furniture, clean windows, walls & doors, dust desks and other areas, as needed.
- Clean office, clubhouse, restrooms, vacated properties, and other areas of Community.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Dust and polish furniture, metalwork such as fixtures and fittings, window blinds, and equipment.
- Wash dishes and clean kitchens, cooking utensils, and flatware in clubhouse.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Observe established policies and procedures.

Job Duties

- Keep storage areas well-stocked, clean, and tidy.
- Maintain equipment and supplies used to perform job.
- Inform supervisor when maintenance supplies are low and when equipment needs to be repaired or replaced.
- Assist with set-up and clean up for various Community programs.

Employee Relations

Able to establish, work, and maintain working relationships with co-workers, supervisors, and Community residents in a courteous and responsible manner

Other Duties

Other duties as assigned

Supervision

Works under the general supervision of the Property Manager

Job Qualifications**Competencies**

Understand and follow oral and written directions
Complete daily activities according to work schedule
Operate and maintain a wide variety of hand and power tools and equipment
Safely dispose of hazardous materials
Able to read warning labels on chemicals and follow emergency procedures

Work Experience

Experience in repair, custodial, and grounds maintenance work is desired

Education

High School graduate or GED equivalent preferred

Licenses or Designations**Working Conditions****Physical Work Demands**

Indoor work environment
Dexterity of hands and fingers to operate maintenance equipment
Able to lift and/or move up to 25 pounds occasionally
Seeing to inspect projects and read a variety of materials, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
Sitting or standing for extended periods of time
Stooping, kneeling, crouching, crawling, climbing, balancing, reaching, or bending at the waist on a daily basis
Noise and vibration

Mental Work Demands

Regular and on-time attendance
Hours occasionally exceed 40 hours per week, some weekends, holidays and evenings

Hazards

Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name