

Job Title:	Office Cleaner	Reports to:	Chief of Staff
Department:	Administration	Supervises:	n/a
Location:	New London	Exempt/Non-Exempt:	Non-exempt
% Travel Required:	n/a	Full-time/Part-time:	Part-Time (apprx 10 hrs/wk)

Job Description

This position plays an important role in keeping our building in a clean and orderly condition. The office cleaner is responsible for cleaning the office common areas, work spaces, and restrooms to promote a tidy environment at Dahmes.

Position Description:

Restrooms

- Thoroughly scrub sinks, toilets, counters, and baseboards
- Sweep and mop floors
- Wipe down walls
- Clean mirrors
- Dispose of trash

Office Break Room

- Thoroughly scrub sink, inside and outside of microwaves, countertops, and baseboards
- Sweep and mop floors
- Dispose of trash
- Clean and straighten tables

Individual Work Areas

- Vacuum carpet
- Clean whiteboards
- Wipe down desks & shelves
- Empty and dispose of trash in each office/cubicles (approximately 40 spaces)

Conference Rooms, Hallways & Lobby

- Clean 3 Conference Rooms (empty trash, vacuum, dust, sanitize table)
- Sweep and scrub floor in entry way
- Wipe down walls
- Wash both sets of glass doors in entry way
- Clean exterior and interior windows

Other

- Complete Weekly Cleaning Logs
- Communicate with Administrative Assistant when cleaning supplies need to be refilled
- Dispose of Recycling

Knowledge/Skills/Experience:

- Strong work ethic
- Detail oriented
- Reliable
- Ability to work independently with minimal supervision
- Excellent time management
- Cleaning experience preferred, but not required
- Adherence to health and safety standards

The job description above is only a characterization of the duties and not a full list. Other duties may be assigned by supervisor. I have read and understand the responsibilities & expectations of my role.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date