

Tompkins Community Action

an active community can produce powerful change

JOB TITLE: Cleaning Crew Member
STATUS: Non-Exempt
DEPARTMENT: Administration
SUPERVISOR: Facilities Maintenance Director

Job Summary:

Responsible for daily cleaning, sanitation, and disinfecting at program facility sites in Ithaca, NY. Includes mopping, vacuuming, dusting, sweeping, trash removal and disinfectant fogging. Responsible for completing daily cleaning checklists and supply inventory reports.

Job Responsibilities:

Facility Cleaning: (90%)

- Sweep and Wet Mop all Floors; includes bathrooms, kitchen, common spaces, offices, meeting rooms and hallways – moving area rugs as needed.
- Vacuum all carpets throughout site; includes area rugs
- Clean Site bathrooms, includes cleaning all fixtures, mirrors and changing tables, mopping floors, refilling toilet paper, hand towels and soap dispensers.
- Restock paper products, cleaning spray bottles and hand sanitizer stations in all common areas.
- Dust common areas; includes windowsills, baseboards, handrails, as well as removal of cobwebs
- Remove collected trash and recycling and dispose of in site dumpsters.
- Clean glass doors and windows- interior and exterior.
- Complete cleaning with disinfectant fogger.
- Remove litter and debris from building exteriors.

Reporting: (5%)

- Report facility and equipment issues or repairs needed to Supervisor.
- Complete and submit Daily Cleaning Checklist to Supervisor for each site.
- Complete and submit Monthly Cleaning Inventory of site cleaning equipment and supplies, documenting appropriately.

Other: (5%)

- Promote Agency Mission and adhere to policies and procedures as defined by TCAction
- Meets regularly with supervisor and submits all requested and required reports
- Appropriate use of cleaning equipment and identification of needed equipment repairs.
- Other duties as assigned; may include nights and weekends

Required Knowledge, Skills, and Abilities:

- Ability to work in professional manner, with diverse groups and individuals, in all work scope situations
- Understanding of cleaning solutions; use, proper handling of products and appropriate disposal
- Good communication skills; written and verbal
- Ability to organize and prioritize work, with attention to detail

On-going Clearance:

- Satisfactory clearance of Criminal Background Check prior to hire
- Physically able to bend, stoop, kneel, climb, run short distances, stand for long periods and lift up to 50 pounds; Medical and Sick Leave absences require *Return to Work Clearance* documentation.
- At time of Hire and Bi-Annual satisfactory physical including TB test (Mantoux or Chest X-ray)
- Meet TCAction criteria for satisfactory driver's license in order to access agency owned vehicles

Minimum Required Qualifications:

- High School Diploma or GED **and** One (1) year work experience
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Print Name: _____ **Signature:** _____ **Date:** _____

Position covered under TCReaction, Local No. 11; Painter's District Council # 4 bargaining unit.