

# Tompkins Community Action

*an active community can produce powerful change*

**JOB TITLE:** Cleaning Crew Member  
**STATUS:** Non-Exempt  
**DEPARTMENT:** Family Services  
**SUPERVISOR:** Cleaning Crew Leader

## **Job Summary:**

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

## **Job Responsibilities:**

### ***Facility Cleaning: (90%)***

- Sweep and Wet Mop all Floors; includes classrooms, kitchen, common spaces, offices, meeting rooms and hallways – moving area rugs as needed. Complete cleaning with disinfectant fogger.
- Vacuum all carpets throughout site; includes area rugs
- Clean Site bathrooms (including those in classroom), also includes cleaning all fixtures, mirrors and changing tables, mopping floors, refilling toilet paper, hand towels and soap dispensers. Complete cleaning with disinfectant fogger.
- Dust common areas; includes windowsills, baseboards, handrails, cubbies, as well as removal of cobwebs
- Remove collected trash and dispose of in site dumpsters.
- Clean classroom glass doors, glass in door viewers and glass doors at entrances and exits

### ***Reporting: (5%)***

- Report facility and equipment issues or repairs needed to Supervisor
- Complete and submit Daily Cleaning Checklist to Supervisor
- 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 and Family Services Department
- Meets regularly with supervisor and submits all requested and required reports
- Availability for additional work hours based on program events and site annual cleaning needs; as requested
- 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.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_