

JOB TITLE: Cleaning Personnel

DEPARTMENT: City Hall

DEFINITION:

This position is responsible for all basic cleaning in and around the office building. Cleans floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows.

FUNCTIONS OF THE JOB/WORK PERFORMED:

- Responsible for all basic cleaning in buildings.
- Cleans floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and cleaning glass and windows.
- Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, sweeping, and mopping tile floors, and cleaning toilets and urinals.
- Vacuums, empties trash, and replaces liners.
- Clean break area and community room as needed.
- Sets up, stocks, and maintains cleaning equipment and supplies.
- Check restrooms for cleanliness before leaving for the day.
- Transports all trash to dumpster before end of day.
- Performs additional duties as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

Excellent communication and organizational skills.

Responsible and reliable.

Ability to work independently.