



# CAREER OPPORTUNITY

## CLEANER

Part-time (29 hrs week)

### SUMMARY

Responsible for cleaning buildings, removing trash, and keeping areas neat and tidy. Cleans all office areas, hallways, stairs, entrance/exits areas, restrooms, break room and bathrooms.

### Office Areas, Hallways, Stairs, Entries, etc:

- All areas including ceilings and walls dusted-on top, front and sides
- Cushions and pillows fluffed and straightened
- Hard surface floors swept and wet mopped
- Carpeted floors vacuumed
- Glass tables cleaned
- Picture frames dusted
- Lamp shades wiped down or dusted
- Blinds dusted and wiped, if needed
- Telephones sanitized
- Waste receptacles emptied, damp wiped, and liners replaced, IF DESIRED
- Toiletries restocked as scheduled, IF DESIRED
- Smudges removed around doorjamb, push plates, light switches, glass partitions, counters and unobstructed work areas
- Soil removed from entrance doorframes, handles, glass and threshold
- Carpet spots removed
- Light general straightening

### Restrooms:

- All surfaces dusted and sanitized, as needed
- Sink scrubbed, rinsed and buffed
- Fixtures cleaned
- Tub and/or shower thoroughly cleaned and rinsed, if applicable
- Toilets disinfected inside and out, including base and behind
- Vanity top cleaned
- Mirrors cleaned
- Floor vacuumed or swept and mopped
- Light general straightening

### Breakroom/Kitchen Areas:

- All surfaces dusted and sanitized as needed
- Countertops and backsplash cleaned
- Sinks scrubbed and rinsed and buffed
- Floor vacuumed or swept and mopped
- Outside of appliances cleaned (oven, microwave, refrigerator where clear, dishwasher, stovetop, etc.)
- Inside of microwave cleaned
- Small appliances wiped (toaster, blender, etc.)
- Table washed
- Light general straightening
- Reporting any unusual occurrences, malfunctions or damages

### Requirements:

- High School diploma or GED required.
- One (1) year of equivalent experience.
- Must be able to communicate clearly both verbally and in writing
- Must be able to pass a physical examination, background check and drug test

**Work Hours/Days:** Full-time. Must be availability to be scheduled for a shift between the hours of 4:00 a.m. – 2:30 a.m., weekdays, weekends and holidays.

**Pay Rate:** \$12.09/hr with increases each six (6) months through 36 months

**E-mail resume to [HR@catchacat.org](mailto:HR@catchacat.org). State the title of the position applying for in the subject line of the email.**

EOE M/F/D/V  
A drug-free workplace