



# CAREER OPPORTUNITY

## CLEANER PART-TIME (2 Positions)

**Department:** Maintenance  
**Pay Rate:** \$12.09/hour with increases each six (6) months through 36 months  
**Work Hours/Days:** Must be available to be scheduled for a shift between the hours of 4:00am – 2:30am, Weekdays, weekends and holidays.

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### SUMMARY

Responsible for cleaning buildings, removing trash, and keeping areas neat and tidy. Cleans all office areas, hallways, stairs, entrances/exit areas, restrooms, breakrooms and bathrooms.

### ESSENTIAL DUTIES:

#### Office Areas, Hallways, Stairs, Entrances, 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, and if desired.
- Toiletries restocked as scheduled, and if desired.
- Smudges removed around doorjambes, 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.
- Sinks 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 and 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, rinsed and buffed.
- Floor vacuumed or swept and mopped.
- Outside of appliances cleaned (oven, microwave, refrigerator where clear, dishwasher, stovetop, etc.).
- Inside of microwaves cleaned.
- Small appliances wiped (toaster, blender, etc.).
- Table washed and light general straightening.
- Reporting any unusual occurrences, malfunctions or damages.

**REQUIRED QUALIFICATIONS**

- 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

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**DISCLAIMER STATEMENT:** The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.

**TO APPLY:** E-mail resume to [hr@catchacat.org](mailto:hr@catchacat.org). Please state the title of the position applying for in the subject line of the email.

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