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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | BUILDING CLEANER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of building cleaner consists of keeping buildings in clean and orderly condition and perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. It also consists of tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to adjust actions about others' actions.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Clean building floors by sweeping, mopping, scrubbing, or vacuuming them;
* Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees;
* Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures;
* Gather and empty trash;
* Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications;
* Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
* Notify managers concerning the need for major repairs or additions to building operating systems;
* Requisition of supplies and equipment needed for cleaning and maintenance duties;
* Service, clean, and supply restrooms;
* Strip, seal, finish, and polish floors.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |