BUSINESS OFFICE CLEANER

Job Description:

The **Business Office Cleaner** is responsible for cleaning all the aspects of the business office. This includes floors, counters, bathrooms, shelves, and certain display products. They must be aware of which type of cleaning product to use for which type of surface. They ensure that these areas and surfaces are cleaned in accordance with health and safety regulations, and do not contaminate any customers or staff that touch those surfaces.

Job Responsibilities:

* Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
* Perform and document routine inspection and maintenance activities
* Carry out heavy cleansing tasks and special projects
* Notify management of occurring deficiencies or needs for repairs
* Make adjustments and minor repairs
* Stock and maintain supply rooms
* Cooperate with the rest of the staff
* Follow all health and safety regulations
* Perform assigned tasks to help keep office running smoothly
* Have understanding of infection, contamination, and sanitation
* Operate appropriate cleaning equipment and utilized proper cleaning chemicals, safely.
* Wash, mop, and polish the floors of assigned areas.
* Dust, polish, and wipe down counters, shelves, and tables, as required.
* Inspect and unclog sink drains as needed, and remove garbage, efficiently.
* Report malfunction of equipment and shortage supplies to supervisor and ensured their requisition.
* Interpret and follow OSHA regulations and safety policies.
* Utilize correct chemicals and used various manual and power-operated cleaning equipment.
* Mop, scrub, and disinfect the toilets, sinks, and floors of the bathrooms
* Replace paper towels, toilet guards, and toilet paper
* Wipe dust and polish the furniture, windows, counters, glass panels, and fixtures.
* Clean out drains and disposed of garbage, as per department procedures.
* Monitor and maintain stock levels of cleaning supplies and toiletries.
* Comply with establish safety rules and met company sanitation standards.

Job Qualifications:

* High school diploma or GED required
* Experience as a business office cleaner

Opportunities as a business office cleaner are available for applicants without experience in which more than one business office cleaner is needed in an area such that an experienced business office cleaner will be present to mentor.

Job Skills Required:

* Working knowledge of janitorial and cleaning practices
* Extensive knowledge of handling chemicals and using cleaning tools
* Familiarity with department policy, sanitation, regulations, and OSHA regulations
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Must be able to lift heavy objects up to 50lbs
* Have endurance to be on feet for entire shift
* Have endurance to walk around and carry out tasks throughout shift
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks