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| Name: | |
| Job Title: | Cleaning Technicians |
| Full-Time/Part-Time: | Full-Time and Part-Time |
| Exempt/Non-Exempt: | Exempt and Non-Exempt |
| Supervisor: | Jeff Schneider |
| Job Description | |
| <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Meeting with clients to discuss their cleaning needs and provide excellent customer service. • Proactively communicate job site conditions and concerns that may or are affecting completion of the job to the project manager. • Provide sound cleaning practices at customer job sites and in the warehouse for content processing, including but not limited to packing, listing, photographing, manipulating, and transporting content when necessary. • Process all content according to industry standards and regardless of their condition ensuring they are returned to the customer or disposed of as directed by the project manager. • Provide sound cleaning practices at customer jobs sites for structures, including but not limited to poly and prep set up and take down, cleaning ceilings, walls, doors, baseboard, casing, countertops, fixtures floors and appliances as required. • Ensure all Health and Safety policies and procedures are adhered to. • Ensure attention to detail and keen sense of safeguarding client's property and information. • Work under time constraints to meet specific timelines. • Practice good housekeeping skills at all times to ensure a safe and non-cluttered worksite. • Other duties as assigned. <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Working knowledge of cleaning. • Ability to multi-task. • Ability to stand, kneel, lift, etc. for extended periods of time. • Excellent organizational and time management skills. • Exceptional customer service skills. • Effective communication skills. • Knowledge of cleaning chemicals and supplies. • Familiarity with Material Safety Data Sheets. | |
| Employee Signature | Date: |
| Manager Signature | Date: |