



**JOB DESCRIPTION:** Cleaning Aide (COVID 19)

**JOB SUMMARY:**

The Cleaning Aide job is to perform a routine and extensive range of work which includes maintenance of building with minimum supervision. This position is a 6-month assignment that may be extended as necessary.

**JOB QUALIFICATIONS:**

- High School Diploma or equivalent
- Ability to work under pressure
- Follow oral and/or written instructions
- Communicate efficiently
- Ability to establish and maintain effective and cooperative working relationships
- Ability to lift up to 30 pounds

**RESPONSIBILITIES & DUTIES:**

1. Wear Personal Protective Equipment (PPE) at all times
2. Perform general cleaning duties to the assigned location
3. Mopping the floors in cubicles, offices, community rooms, visitation rooms, restrooms, reception and client waiting areas on a daily basis
4. Vacuuming the carpet on a daily basis, ensuring that the carpets are liter free
5. Shampooing rugs and carpets on a weekly basis
6. Wiping down the work station often
7. Changing the trash liners in all trash cans and disposal of trash bags in the appropriate locations on a daily basis
8. Sanitize entire office space daily

9. Maintain and disinfect conference rooms; polishing the tables on a daily basis
10. Maintain floors by buffing, polishing
11. Maintain and disinfect the employee break and community lunch rooms
12. Maintain a neat and clean external entrance and common dumpster areas
13. Maintain inventory of cleaning supplies
14. Follow guidelines of COVID 19 cleaning work and code of ethics by maintaining the confidentiality of clients
15. Be receptive to open lines of communication with supervisor
16. Perform all other duties as requested by supervisor and/or director

The duties and responsibilities have been explained in full detail. I understand them and the responsibilities inherit with this position and will abide by its dictates. I further understand that no documents and information that I come across should be discussed with co-workers and/or the public.

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Signature

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Date