

General Office Cleaner

Looking for a general office cleaner to perform janitorial services. Pay is between \$18-\$23/hr 2-3 hours per day.

Duties Include:

- Cleaning the work spaces, including restrooms, common areas, and individual workspaces
- Emptying trash bins and disposing of waste properly
- Sweeping, mopping, vacuuming, and buffing floors of various types
- Dusting ceilings, light fittings, countertops, furniture, and surfaces
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures
- Washing and drying windows and polishing woodwork
- Using cleaning equipment and supplies safely and effectively
- Liaising with the Executive Director, Business Administrator or facilities manager to ensure sufficient cleaning products
- Reporting any breakages or damages that occur during the cleaning process

Please send resume to applicant@summitspeech.org.