

## **General Facility Cleaner – Job Description**

### **Job Summary:**

The Facility Cleaner is responsible for working in conjunction with the Senior Animal Caretakers in all areas where there are also animals residing. Every effort will be taken to minimize stress on animals during the cleaning process. This may include limiting noise (such as vacuums) in certain areas and/or at certain times; use of special cleaning agents that are safe for animals; and using very specific tools on surfaces that are specialized for animal care (such as on rubber flooring, veterinary clinic surfaces, etc.).

The Facility Cleaner is responsible for cleaning in all areas of the offices, employee areas, restrooms, kitchen, veterinary clinic, conference room, general public areas, and annex/laundry facility. Duties will include vacuuming, sweeping, mopping, dusting, wiping, emptying trash, folding laundry at times, washing animal food dishes, maintaining outdoor deck area, entry halls, etc.

### **Essential Functions and Responsibilities:**

Practices safety awareness, anticipates unsafe situations and reports unsafe conditions and situations immediately; also assures not to create unsafe situations for visitors or co-workers (in the same area) while cleaning.

Maintains restrooms in clean, orderly, and sanitary condition; including stocking toilet paper, paper towels or other needed supplies in the restrooms.

Cleans, disinfects, and deodorizes lavatories and toilet bowls. Cleans mirrors, sinks, and other bathroom fixtures.

Sweeps, mops, scrubs floors with appropriate cleaner for floor type.

Dusts all ledges and woodwork.

Reports any issues with facility conditions, water leaks, broken equipment, clogged drains, etc. to management immediately.

Cleans the main "Hall", offices, conference room, veterinary clinic, kitchen, supply room, annex, hallways, entrances, and/or other assigned areas.

Empties wastebaskets and trash receptacles/recycling as needed.

Dusts/polishes all furniture – including office furniture - as well as all furniture, artwork, and other things as assigned and instructed.

Operates vacuum cleaners, mops, and other light cleaning equipment as needed; keeps such equipment in good useable condition.

Washes walls, windows, and blinds that can be reached without tall ladders and scaffolding.

Notifies supervisor when additional material is needed or when equipment needs repair or replacement.

Maintains stock of cleaning materials and implements required to perform assigned duties.

Washes animal food dishes when needed.

Helps in laundry area when needed.

Other tasks that may be assigned.

### **Education and Training:**

The General Facility Cleaner shall possess a high school diploma, the ability to read, understand and follow basic instructions, a demonstrated aptitude for successful completion of assigned tasks and a minimum of one year experience in a cleaning/custodial capacity or the capacity to learn the cleaning/custodial duties.

This job description sets out the basic responsibilities and accountabilities of the job function. Due to the nature of this role, there is a need for flexibility, and additional responsibilities or changes to responsibilities.

### **Work hours, Pay and Benefits:**

Job Type: Part-time

Pay: From \$16- \$18 per hour

Benefits: Paid Time Off, Retirement Plan