

JOB DESCRIPTION

COMMERCIAL FACILITIES CLEANER

POSITION SUMMARY:

Under the direction of the Chief Human Capital Officer, the Commercial Facilities Cleaner is responsible for overall facilities and grounds cleaning and upkeep, as assigned by the Chief Human Capital Officer, which fosters a safe and healthy working and living environment for staff, clients and guests at St. Vincent Home for Children. We are seeking a professional who enjoys cleaning and takes pride in the upkeep of the facility for which they are responsible. The Commercial Facilities Cleaner is responsible for appropriate floor care, trash removal and detailed cleaning and stocking of restrooms throughout the building, and minor debris removal around the grounds and property. As required by HIPAA guidelines, all St. Vincent Home for Children staff are required to refrain from discussing any resident behavior in the presence of other residents or disclosing resident identity outside of the facility.

QUALIFICATIONS:

- Must have knowledge of detailed floor care based on flooring material
- Must have keen attention to detail as it relates to problem areas in need of cleaning and upkeep
- Must be able to handle basic and industrial strength household cleaners
- Must be able to lift as much as 50 pounds
- Must be able to climb and descend stairs frequently without physical limitations
- Must pass fingerprinting and Child Abuse and Neglect criminal background checks and pre-employment drug testing
- Must possess a high school equivalence
- Must be able to work a flexible schedule and produce results with very little supervision

RESPONSIBILITIES:

Carries out the Mission of St. Vincent Home by:

- Follow the provided schedule for daily and monthly maintenance
- Offer detailed attention and restore cleanliness to problem areas throughout the facility and grounds
- Thoroughly clean and mop all floors and stairs
- Vacuum all rugs and mats
- Clean, sanitize and restock restrooms
- Removal of trash from large cans, office waste baskets and around property grounds
- Maintain cleanliness of all shared and private spaces, including but not limited to the cafeteria, Chapel, gymnasium, MAE Center, conference rooms, auditorium and youth program areas
- Clean spills and food from walls and floors throughout the building and in kitchen area, as needed
- Assist with moving furniture, deliveries, donations and other items as needed
- General dusting
- Remove any hazardous objects or safety concerns for staff, clients and guests, such as broken glass
- Respond in a timely manner to staff reported incidents
- Communicate pertinent information to the Maintenance Director and other Leadership
- Request supplies needed to restock restrooms, cafeteria and other common areas
- Attend all mandatory meetings while remaining familiar with organizational policies and procedures
- Obtain and maintain all necessary certification and mandatory trainings
- Maintain confidentiality of residents' information at all times
- Other tasks as assigned

COMMITTEE MEMBERSHIP:

As assigned by Leader

LEADER

Reports directly to Chief Human Capital Officer