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| Job Title: | **Cleaning** |
| Department: | **Administration** |
| Reports to: | **Director of Operations** |
| Grade: | **MW** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **March 17, 2021** |
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| Purpose:To assist staff in maintaining a clean and safe environment for the children and employees. |
| Essential Functions:*Weekly:** The bathrooms will be cleaned, including cleaning and disinfecting the toilets, sinks, and floor.
* The kitchen floor will be swept and mopped.
* The carpet and rugs will be vacuumed.
* The garbage will be removed and placed in the dumpster.
* The mirrors will be cleaned.
* The facility will be dusted.

*As Requested:** Walls in the hallways, bathrooms, and kitchen will be cleaned and disinfected.
* The windows will be cleaned.
* Perform other duties as assigned by supervisor.
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| Position Objectives:* To maintain a clean and safe work environment.
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| **Measured by:*** Cleanliness of the agency facility.
* Feedback from staff in the building.
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| **Minimum Education:*** A high school education or equivalent.
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| **Minimum Experience:*** No minimum experience required.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:** * Knowledge of appropriate sanitation and safety procedures.
* Ability to work openly and cooperatively with supervisor.
* Ability to perform physical tasks required to implement duties.
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| **Minimum Physical Expectations:*** Physical activity that always requires lifting under 25 lbs.
* Physical activity that always requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
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| **Minimum Environmental Expectations:*** Physical activity that often requires exposure to hazardous materials.
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