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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. | |
| Position Objectives:   * To maintain a clean and safe work environment. | |
| **Measured by:**   * Cleanliness of the agency facility. * Feedback from staff in the building. | |
| **Minimum Education:**   * A high school education or equivalent. | |
| **Minimum Experience:**   * No minimum experience required. | |
| **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. | |
| **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. | |
| **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. | |
| **Minimum Environmental Expectations:**   * Physical activity that often requires exposure to hazardous materials. | |