



Cleaning Captain Job Description

HOW TO GET PAID TODAY

Are you looking for something more...? Every single one of us can make a difference but together we can make a change. Join the Cleanup My Shhh... family to change the world by bringing clean spaces to everybody, everywhere

WHAT WE OFFER

- Rich commission program (company stock)
- Bonuses, awards, certifications, outstanding flexible paid time off program
- Paid training
- An encouraging, motivating, positive, and professional work environment where you are not just a number, but a teammate helping to transform the cleaning industry and changing the world by providing clean spaces to everyday people

ROLE AND RESPONSIBILITIES

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Role and responsibilities include but not limited to what is listed below:

- Clean, stock and supply designated facility areas
- Perform and document routine inspection and maintenance activities
- Carry out cleaning tasks and special projects
- Notify management of occurring deficiencies
- Maintaining and upkeep of all cleaning equipment, supplies, and products
- Ensuring safe and sanitary storage and care of products
- Training and managing Cleaning Teammates on their performance in terms of standards of cleanliness and their behavior while on duty
- Ensuring that a first-class cleaning service is delivered on all areas of the building
- Ordering and replacing cleaning materials
- Ensuring all staff are aware of the Healthy and Safety policies and procedures
- Covering for Cleaning Teammates
- Answering push button calls
- Every week making sure all equipment is working properly
- Visiting current accounts every 2 weeks

Role and responsibilities of Cleaning Captains is crucial to success and must not be overlooked. Critical items seen below must be performed with an eye to detail:

- Clean and service restroom with mops and disinfectants
- Clean windows, glass partitions, and mirrors
- Dust furniture and scrub required surfaces clean
- Emptying trash in its entirety
- Perform general sweeping, mopping, scrubbing, of hardwood, laminate or tiled floors

QUALIFICATIONS AND EDUCATION REQUIREMENTS



Cleanup My Shhh...

- General knowledge of cleaning products, supplies, and techniques for cleaning
- Able to follow verbal directions
- Ability to work well alone, or with a partner or team
- Reliable and punctual with a dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines
- Excellent time management skills
- Able to assist team members with cleaning duties when needed
- Pays attention to detail when cleaning
- Organized and able to follow a schedule
- High school diploma or equivalent; relevant experience; or knowledge, skills, and mental ability equivalent to 2 years of high school education
- Physically able to push a vacuum cleaner for extended periods of time
- Ability to lift up to 25 to 30 pounds
- Physically able to reach, stretch, bend, and walk during daily routine, with ability to stand for long lengths of time
- Able to work nights, weekends, and occasional holidays
- Working vehicle
- Valid driver's license and insurance
- Ability to pass a drug test
- Ability to show proof of employment authorization (SSN, Birth Certificate, etc...)
- 2-3 years of cleaning experience

PREFERRED SKILLS

- Previous experience cleaning preferred; training will be provided
- Ability to pay attention to detail
- Positive attitude
- Good interpersonal skills
- Previous experience of managing a team

ADDITIONAL NOTES

Right person is punctual, thorough but fast, eager to learn, ability to lead others and provide cleaner environment