

Job Descriptions: Cleaner

a. Cleaner:

- Empty wastebaskets into one of the bigger black bags and take out to barrel
- Bathroom – sink –toilet—mirror—floor
- Change towel (when enough are dirty you can either take them home and wash them yourself or let director know)
- Dust or wash – Furniture, tops of bookcases, counters
- Brush or vacuum chairs (only as needed)
- Wipe door knobs once and awhile (more when illnesses are going around)
- Computers – screens and keyboards
- Large table – clean weekly, polish when needed
- Windows – once in a while or when needed
- Door windows – more often because of use
- Dust tops of high bookcases that you can reach
- Straighten sofa, pillows, chairs, major book disturbances as needed
- Floors in main areas
 - a. Vacuum
 - Mop entryway floors
- Wipe anything that looks dirty
- If have time – wipe down the kitchen set in the kid's area
- In winter, clean entrances with vinegar water for salt deposits (or what you prefer)
- Check for cobwebs in corners
- Wipe between screens and windows when needed

- Required: High school diploma and 2 years work experience as a cleaner