

Day Porter Position

Buckhead Cleaning & Janitorial Services, Atlanta, GA
Full-time

Basic Function: Complete custodial/janitorial duties and other miscellaneous duties in order to ensure that assigned facilities are maintained in a healthy, safe and sanitary manner. Team Member is required to adhere to the company code of conduct and quality standards, with regards to service, timeliness, privacy, safety, monitoring and reporting.

Core Duties and Responsibilities:

- Dust furniture, equipment, partitions, walls, etc.
- Clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerator fronts, microwaves, etc. (restroom(s), break room(s) and kitchen).
- Sweep, mop, vacuum and/or hand scrub floors using broom, mop and vacuum cleaner.
- Empty trash cans and recyclables into disposal area.
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Perform other related duties as required

Team Member Requirements:

- Arrive to work at scheduled time, perform services in established time and to company standards and ensure the client's facility is locked and secured when you finish and leave.
- Identify potential safety or maintenance issues and communicate directly to your supervisor or the owner.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

Skills and Competencies:

- Adequate verbal and written communication skills.
- Detail oriented – pays attention to details at each customer's location, with extra attention to any special requests.
- Friendly and professional – able to deal with customers when they are on-site while cleaning is being performed.
- Team player – ability to work within a team where members depend on each other to get work completed.
- Self-starter – able to identify work that needs to be completed and do it without being instructed to do so.
- Desire to learn, seek new challenges and take on additional responsibilities.
- Reasoning ability – Good common sense with ability to solve practical problems and sound judgement.

Education, Certifications and/or Experience:

- High School Diploma or equivalent

- Janitorial experience is a plus.

Language Skills:

- Ability to speak, write & understand English and communicate information between the team & office staff.

Other Requirements:

- Must have reliable transportation to and from work each day.
- Must be 18 years of age.
- Must be authorized to work in the United States.