

Job Description

Cleaner/Housekeeper

Buckhead Cleaning and Janitorial Services, -Atlanta, GA
(for our location in Norcross, Georgia)

GENERAL RESPONSIBILITIES:

Responsible for ensuring assigned location(s) are thoroughly cleaned, assigned project completed, and that customer is satisfied with completed work. Specific tasks required for each customer/location must be completed within allotted time.

SPECIFIC DUTIES:

- Clean lobbies, all assigned building rooms by dusting, vacuuming, sweeping, and mopping.
- Clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerator fronts, microwaves, etc. (restroom(s), break room(s) and kitchen).
- Empty trash cans and recyclables into disposal area.
- Follow procedures for the use of chemical cleaners and power equipment, to maintain safety and prevent damage to floors and fixtures.
- Monitor building security and safety by locking doors after operating hours, ensuring electrical appliance are turned off – as needed.
- Dust furniture, equipment, partitions, walls, etc.
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Perform other related duties as required

EXPERIENCE/SKILLS REQUIRED:

- Self-starter who can work independently.
- Skills in establishing priorities and managing workload.
- Fast learner.
- Ability to lift minimum of 20-25 lbs. and 15 lbs. for extended period. (Backpack vacuums may be used).
- Must be able to stand and walk for minimum of 4 hours.
- 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.
- **Must have a clean background and able to pass a drug test**
- **Job Type: Part-Time – 3o hours (Monday – Friday)**

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.