

TITLE: Cleaner
REPORTS TO: Maintenance Operations Manager
JOB STATUS: Full Time, Non-Exempt (Hourly)
LOCATION: Erie, NY

POSITION SUMMARY

This position maintains the overall cleanliness and appearance of all interior common areas and exterior areas of the property(s). Demonstrates Riedman core values and is integral in carrying out the company’s mission and vision.

ESSENTIAL FUNCTIONS

- Cleans and dusts all common areas such as entrances, stairways, corridors, hallways, and elevators.
- Wet mops all hard floors such as stairways, building entrances, laundry facilities, etc.
- Cleans and polishes all window ledges, chair rails, doors, banisters, washers, and dryers.
- Cleans glass, interior partitions, and light fixtures.
- Cleans and polishes hardware such as doors, woodwork, door handles, push plates, kick plates, metal handrails, and cigarette urns.
- Vacuums all rugs and carpeting.
- Removes and cleans floor mats, and entrance rug runners.
- Replaces burned out light bulbs in public areas and hallways.
- Maintains service rooms and storage areas in clean orderly manner.
- Maintains adequate supply of cleaning equipment, materials, and supplies.
- Uses cleaning tools such as mops, brooms, squeegees, cleaning cloths, sponges, pails, brushes, vacuum cleaners, etc.
- Removes waste paper baskets, and containers, and empties same into trash containers and cleans area after trash has been picked up.
- Maintains cleanliness of entire parking lot, and surrounding areas.
- Reports all repairs required and safety and fire hazards to supervisor.
- Observes safety standards and practices.

OTHER RESPONSIBILITIES

- Performs additional responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent a plus.
- Previous cleaning experience preferred.
- Valid driver’s license required.
- Reliable transportation to drive between locations.

SKILLS AND ABILITIES

- Strong attention to detail
- Highly responsible & reliable
- Needs to be a self-starter and work independently
- Good interpersonal skills

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to work primarily indoors. Regular exposure to fumes, dust, odors, and heights.

The position requires driving a vehicle to conduct work at different local site locations. The position also requires standing and walking for extended periods of time. Reaching overhead, above the shoulders, and horizontally on a continual basis. Also requires bending, kneeling, crouching, lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.