

# Mid America Computer Corporation

## Job Description

Job Title: Cleaning Assistant

Department: Maintenance

Division: MACC

Reports To: Lead Cleaning Assistant

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Exempt/Non-Exempt: Non-Exempt

Full-time/Part-time: Part-Time

Revised Date: 12/14/2009

Job Grade: 403

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### **JOB SUMMARY**

*Paragraph describing the overall reason the job exists*

Perform janitorial services of all types necessary for designated company buildings and offices.

### **KEY RESPONSIBILITIES**

*List key responsibilities directly related to the job summary*

#### % of Time

- A. 95% Perform cleaning & sanitation services for company facilities as assigned.
- B. 05% Perform administrative functions including time sheets, material orders, telephone calls, etc. Provide assistance as needed with company events, clean up, etc.

### **JOB DUTIES**

*Beginning with Key Responsibility A, list specific duties which support each key responsibility*

<u>Duty #</u>	<u>Key Resp</u>	<u>Job Duty</u>
1.	<u>A</u>	Perform dusting, vacuuming, mopping, carpet cleaning, window cleaning, empty trash containers, stocking paper products and other related items as assigned.
2.	<u>A</u>	Implement good sanitation techniques & practices.
3.	<u>A</u>	Safely use and keep up to date on all cleaning agents.
4.	<u>A</u>	Operate company owned equipment and keep such equipment in good working condition.
5.	<u>A</u>	Comply with training and safety programs.
6.	<u>B</u>	Record time and attendance in ezLabor Manager

7. B Other related duties as assigned.

**PERSONAL QUALITIES**

*Describe the characteristics that exemplify the personal attributes required of employees to effectively integrate into MACC's work environment.*

- Ability to effectively communicate through demonstrated verbal, written, and listening skills.
- Ability to work as part of a team by exhibiting a positive attitude and contributing to a professional environment.
- Ability to demonstrate integrity and solid work ethics.
- Ability to demonstrate a “can do” attitude through recommendations of creative solutions.
- Ability to demonstrate a competitive spirit by respecting established start times, managing allotted break periods, and working additional hours to deliver timely and quality products for potential sales opportunities and customer retention.

**QUALIFICATIONS**

*Describe the knowledge, skill, ability, education and experience necessary to perform key responsibilities*

**Required:**

- High School diploma or equivalent
- Able to operate all sanitation equipment safely and with proper results
- Able to communicate with associates and customers in a professional and courteous manner

**Preferred:**

- Cleaning experience and knowledge of chemical and cleaning agents

**PHYSICAL REQUIREMENTS**

*List the essential functions necessary to perform job duties.*

- Regular, reliable attendance
- Able to tolerate frequent exposure to chemicals and cleaning agents
- Ability to communicate verbally and in writing with associates and vendors
- Ability to operate all sanitation equipment
- Must be able to work evening and weekend hours
- Ability to lift up to 50 pounds
- Able to maintain regular, reliable attendance
- Ability to get along with others
- Ability to work independently to reach a goal
- Ability to work as a team member
- Ability to accommodate a daily work schedule to established start times
- Ability to perform frequent physical demands including lifting, sweeping, vacuuming, and other related duties
- Ability to come in contact with rodents, bugs, and/or other creatures

**REPORTING RELATIONSHIPS**

*List job titles and number of incumbents which report directly to this job*

None