

Mid America Computer Corporation

Job Description

Job Title: Cleaning Assistant

Department: Maintenance

Division: MACC

Reports To: Lead Cleaning Assistant

Exempt/Non-Exempt: Non-Exempt

Full-time/Part-time: Part-Time

Revised Date: 12/14/2009

Job Grade: 403

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