

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

BUILDING CLEANER

Job Grade: 6

JOB CODE: 510

Department: Maintenance
Reports To: Cleaning Supervisor
Date: August 2015
FLSA: Non-Exempt
DOT Reference: 381.637-014

JOB DESCRIPTION

Performs assigned housekeeping functions such as cleaning and maintaining County buildings. May sweep, mop, vacuum, wax, and buff floors; clean offices, dust, empty trash and garbage cans, clean glass doors; perform assigned tasks related to the cleaning of County buildings.

ESSENTIAL JOB FUNCTIONS

- A. Perform a variety of tasks according to an established schedule to ensure that County facilities are neat and clean at all times:
1. Clean door glass.
 2. Sweep, mop, or vacuum floors and stairs as needed.
 3. Clean, damp mop, and spray and buff vinyl floors as needed.
 4. Strip, wax, and buff vinyl floors as needed.
 5. Shampoo or steam clean carpets as needed.
 6. Dust and clean surfaces in corridors, lobby, cafeteria, offices, and courtrooms, including hand rails, fire apparatus, and walls, vacuuming drapes as needed.
 7. Empty trash and garbage from receptacles throughout the building and pick up trash and garbage from grounds.
 8. Clean and re-stock bathrooms.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted methods of commercial cleaning of buildings.
- Knowledge of products and equipment used in cleaning buildings.
- Knowledge of safety precautions and procedures associated with commercial cleaning.
- Ability to communicate effectively orally with co-workers, supervisors and the general public.

MINIMUM QUALIFICATIONS

- Six (6) months experience in commercial cleaning of buildings, preferably public buildings.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.