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# Cleaning Team Member Job Description

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**Basic Function:**

Responsible for the cleanliness of client's homes.

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**Responsibilities:**

1. To be depended on to arrive at work at the prescribed time each day, knowing full well that tardiness and absences from work will place hardship on fellow team members and disrupt client cleaning schedules.
  2. Perform various cleaning activities, to include cleaning bathrooms, bathroom fixtures, showers and tubs, and including washing floors, cleaning kitchens, vacuuming carpets, dusting, polishing and other cleaning-related activities in accordance with instructions given by the Team Manager.
  3. Report any broken items, accidents or injuries promptly to the Team Manager.
  4. Move couches, chairs and other furniture as needed.
  5. Secure homes, including locking doors and windows, and activating alarms, without letting pets out.
  6. Report any security or safety violations to the Team Manager immediately.
  7. Report any emergency maintenance problems to include toilets and other water fixtures to the Team Manager immediately.
  8. Wear appropriate uniform and personal protective equipment in accordance with the job you are performing.
  9. Learn specific cleaning techniques of the company based on time and motion. Work smarter, not harder.
  10. Attend and participate in meetings as requested by the Team Manager, Office Manager, or Owner.
  11. Understand and adhere to safety procedures as established in the Safety Program Handbook.
  12. Drive to specified locations when requested and clean and maintain vehicle.
  13. Leave premises in a safe manner, as to the condition it was found.
  14. Communicate effectively with team members and clients.
  15. Perform other related duties as assigned.
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**Skills:**

Organization  
Ability to aid team members in lifting 50 or more pounds  
Ability to stand for extended periods of time  
Ability to reach, bend, stoop and kneel  
Oral communication skills  
Written communication skills  
Reasoning skills

**Experience:**

Prior cleaning experience helpful.

**Certification/Licenses:**

Must meet valid insurance underwriting requirements.

**Position Reports to:**

Team Manager

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