Office Cleaner

Job Summary

Responsibilities include cleaning and sanitizing work spaces, public areas and bathroom. This is a part-time position.

Responsibilities and Duties

1. Sweeping, vacuuming, mopping, dusting, sanitizing, washing windows, emptying trash.
2. Refilling all supplies such as toilet paper, paper towels and hand soap.
3. Maintaining an inventory of cleaning supplies and paper products.
4. Completing other general cleaning duties as needed.

Qualifications and Skills

1. Work independently with good time management skills.
2. General cleaning knowledge.
3. Prioritize tasks that need to be completed with follow through
4. Must be able to meet physical demands of the job including bending, climbing and lifting up to 10 pounds.