**Commercial - Residential Cleaner Wanted** 

Do you pride yourself on a job well done? Do you have excellent customer service skills? Do you work well both with a team and independently? If so, then we want you to join our growing, successful cleaning company!

**Position Summary** **Job Requirements**

In this role, working under the direction • Valid Driver’s License

of management, you will establish relationships • Reliable transportation

with clients, clean and perform administrative • Positive reference check

duties when required. • Completion of training

***Successful candidates will be detail oriented and dedicated***

***to excellence in cleaning and customer service.***

**Responsibilities**

Cleaning Appointments

• Clean commercial and residential properties and ensure tasks outlined in cleaning checklists are completed to the highest standards

• Work with minimal supervision

• Assess client’s properties, prioritize tasks, and use good judgement to customize appointments as defined by the client

• Establish positive relationships with clients by earning their trust and respect

• Deliver the highest quality of customer service possible

• Report to work on time each day and work extra hours when needed

• Comply with proper safety policies and procedures (i.e. when using cleaning supplies, reporting incidents, etc.)

• Ensure all equipment and supplies are transported from each appointment (not left behind)

**Administrative Duties**

• Keep an accurate log of appointment details

• Report any complaints, issues and problems to management as soon as possible after incident

• Attend staff meetings with management as needed

**Contact**

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