

JOB TITLE: **Building Maintenance Clerk**  
Department: Building Maintenance Department  
Date: November 6, 2015  
Salary Range: DOEE  
Reports to: Director of Special Operations  
**Position Description:** This position provides efficient housekeeping duties, as well as maintaining office facilities and parking lot areas to ensure a clean and safe work environment for both employees and guests. This position will perform various hourly/daily/weekly cleaning tasks.

**Responsibilities:**

1. Lifts objects that weigh up to 50 lbs.
2. Keeps floor clear of any dry or liquid debris. Vacuums carpet and sweeps floors on a regular basis. Empties trash containers and replaces liners.
3. Cleans windows and mirrored surfaces.
4. Keeps all supply shelves clean and stocked.
5. Knows and practices proper lifting techniques.
6. Reports safety violations and hazards immediately to supervisor
7. Helps maintain the premises' landscaping and parking areas.
8. Cleans restrooms, break rooms, kitchens, work areas, stairwells, aisles, and common areas
9. continuously.  
Checks in deliveries and assists with distribution.
10. Performs any other related duties as may be required.
- 11.

**Job Requirements:**

- High School diploma or equivalent
- Bilingual (English/Spanish) required.
- Experience cleaning an office building
- Ability to work well without constant, direct supervision
- Ability to perform all physical requirements of the job
- Safe and tidy work habits
- Ability to handle unpleasant tasks with a positive attitude
- Has the means to work quickly, efficiently yet safely.
- Ability to communicate effectively in English.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand for long hours. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, cleaning materials; talk and hear. The employee is regularly required to walk, stand, stoop, and lift as required to clean, mop, throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 50 pounds for finished goods, packages, and office supplies and cleaning materials.

**We are an equal opportunity employer.**