

Job Title	Cleaning Crew
Employment Status	Part-Time, 25 hours per week, Non-Exempt
Reports to	Office and Facilities Manager
Supervision Exercised	May supervise volunteers and community service volunteers
Wage	\$15.00-\$17.00/hr, DOE, non-exempt
Benefits	Paid Holidays, Sick Days, Paid Time Off
Key Accountabilities	<ol style="list-style-type: none"> 1. Ensure that LiftUp is clean, suitable and ready for all transactions and the process of rendering food, goods and services to clients. 2. Work quickly and efficiently on cleaning projects. 3. Adhere to department and organization policies. 4. Maintain confidentiality.
General Description of Position	Provides cleaning services in the Food Bank, Donation Center, Thrift Store and Administrative Offices.
Essential Duties	<ul style="list-style-type: none"> ▪ Responsible for cleaning duties in all Departments ▪ Follow personal health and sanitation protocols necessitated by COVID-19 and safe business best practices ▪ Know, follow and utilize safety and sanitation procedures, with a particular focus on safe work practices and best practice COVID cleaning processes during COVID-19 outbreak ▪ Clean restrooms-including, but not limited to, wiping sinks, toilets, paper towel dispenser, soap dispenser; empty trash ▪ Clean/wipe surfaces, desks, and metal Food Bank tables with food safe product ▪ Vacuum all rugs and entrance mats ▪ Sweep and wet mop, including entrance floors and bathrooms. ▪ Empty all trash bins that are more than half full ▪ Wipe glass doors and, periodically, windows ▪ Dust door frames and other areas ▪ Sweep and wet mop floors- move equipment with wheels (carts, baskets, clothing racks) to clean more thoroughly; includes entrance floors & bathrooms ▪ Wipe kitchen sinks, refrigerator, appliances, table & chairs ▪ Attend monthly staff meetings. ▪ Assist with special projects and perform other duties as assigned.
Minimum Qualifications	<ul style="list-style-type: none"> ▪ Experience with commercial cleaning a plus ▪ Relevant employment experience required ▪ Physical ability to stand for extended periods of time and lift and carry items weighing up to 50 pounds occasionally, with help, or up to 20 pounds repetitively