

Sylvan Shores is hiring a part-time cleaning person to join our team.

The cleaning job consists of up to four hours a week, there is flexibility with this job. Work schedule weekdays Monday through Friday, cleaning is done during Clubhouse open hours, 9:00 am to 8:00pm. We are looking for a detail-oriented person who can follow a routine and stay on task. The job pays \$12.00 an hour with safe/ sick time to be earned with the number hours worked.

Cleaner duties and responsibilities

Cleaner is expected to fulfil certain duties and responsibilities. These duties include but are not limited to:

- Dusting, sweeping, vacuuming and mopping surfaces in their upstairs/downstairs area, bathrooms, kitchen, Library area and supply closets
- Load the dishwasher and start when needed in the kitchen area.
- Clean the inside and outside appliances in the kitchen area microwave, stove, fridge.
- Organizing the books, games and videos in the library area and upstairs area.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels) in both bathrooms and kitchen area
- Maintaining cleaning products and letting the Office Manager know when to order new supplies when necessary.
- Counting inventory of cleaning supplies when asked by Office manager.
- Taking the garbage out of the upstairs area and lower bathrooms and kitchen area to dumpster.
- Conducting monthly disinfection and deep cleaning to bathrooms and kitchen, dining and upstairs areas.
- Maintaining Material Safety Data Sheets (MSDSs) for cleaning chemicals along with Facilities Maintenance person and following compliance with universal precautions while working with cleaning chemicals.