

Job Description

Job Title: Professional Cleaner

Key activities include:

- Exhibit a positive, pleasant demeanor toward clients, customers, coworkers and Sales Representatives, at all times
- Wear company logo shirt at each cleaning appointment
- Cleaning assigned accounts, Move-in, Move-out, Office and New Construction
- Use of general cleaning equipment, scrubber, vacuum, mop, broom, duster
- Scheduling walk-thru's, customer meetings and Final clean
- Answers calls, text message and emails in a timely manner
- Ability to read, write and speak English
- Maintain a positive relationship with existing customer base and provide excellent customer service
- Responsible for following cleaning procedures and standards established by the company
- Responsible for following all safety standards and measure at all times on all jobs/projects.
- Responsible for using proper cleaning techniques and chemical mixtures, at all times.
- Provide schedule of availability to office manager weekly, some weekend and/or night work may be required
- Maintains customers cleaning and material supply inventory at each location
- Ability to provide office manager of supplies list that is required
- Appropriately handle any customers' complaints and/or cleaning issues
- Ensure that all Assigned customer cleaning questions, walk-thru and cleanings are properly handled
- Ensure that each job is preformed to the customer satisfaction and to VeriClean Springs high cleaning standards

Other Cleaning Duties:

- Cleaning windows, window tracks, ceilings, walls, blinds and ceiling fans
- Scrubbing floors, sinks, tiles, countertops, doors, fire places
- Cleaning, sweeping porches, base boards and trim work
- Polishing facets, shower heads
- Carpet cleaning helper

Required Experience

- Working in dirty, dusty environments
- High school diploma or equivalent
- Strong problem solving skills and ability to work independently
- Self-motivated and willing to learn

- Excellent writing communication, and organizational skills with attention to detail and friendly attitude
- Team player is a must
- U.S. citizenship required

Preferred Experience and Physical Requirements

- Creates/modifies documents using Microsoft Word, Excel, Outlook and possess basic computer skills
- Ability to work well with people in a professional and courteous manner
- Ability to accept direct supervision for work prioritization
- Ability to handle multiple projects with tight deadlines and be willing to do what it takes to get the job done
- Medium to Hard Work- Exert/lift up to 50 lbs. force occasionally and/or up to 20 lbs. frequently and /or up to 12 lbs. constantly
- Bend, twist, crawl, stoop, lift, reach, use of step stools and ladders
- Must Possess a Valid Driver's license
- Must be willing to drive to each job location
- Must have reliable Transportation

Job Location

El Paso County

Position Type

Part-Time

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.