

**JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION - CLEANER**

This job description is intended to outline the expectations between the Cleaner and James Reeb Unitarian Universalist Congregation, hereafter referred to as "JRUUC."

Objectives of the Position

The Cleaner is responsible for the cleaning tasks in the JRUUC building.

Primary responsibilities include:

Weekly Tasks

- Vacuum front and side entrance areas and foyer
- Pick up trash throughout the building as needed
- Empty waste paper baskets, garbage cans, and recyclable bins from all areas being cleaned into the appropriate City of Madison Waste (tan) and Recycling (green) carts in the designated storage area outside the building. Replace plastic bags in trash bins as needed.
- Clean and mop all four bathrooms. Scrub toilets.
- Replenish bathroom supplies as needed– soap, hand sanitizer, toilet paper, and paper towels
- Sweep or dry mop the sanctuary floor. Replace furniture as it was found.
- Sweep the kitchen floor

Monthly and/or as needed tasks

- Wash the glass on the front door
- Wash the front picture window as needed. Remove dead leaves and flowers from the windowsill.
- Remove any spider webs or debris in windows inside the sanctuary.
- Dust throughout the building
- Vacuum all carpeted floors
- Mop the kitchen floor
- Damp mop the cork Sanctuary floor as explained in the "How to Clean Cork Flooring" page <http://www.flooring-professionals.com/how-to-clean-cork-flooring/>

Supplies and Equipment:

JRUUC will provide cleaning products and supplies such as vacuum cleaner, soap, hand sanitizer, vinegar, window cleaner, brooms, mops, rags, etc. The cleaner will notify the Office Administrator when supplies are low, including bathroom tissue, paper towels, and trash bags.

**JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION - CLEANER**

Accountability

The Cleaner is supervised by the Minister. The cleaner will notify the Office Administrator if they are not able to come in to clean any given week. The cleaner will fill out a timesheet every day they work and sign it on the 19th of each month, and leave it in the mail slot in the office labeled "CLEANER."

Core Competencies:

- Knowledge of cleaning practices
- Self-motivated with good communication skills
- Attention to significant details
- Initiative to mention difficulties and irregularities

Compensation

\$16.54 an hour for four hours a week.