

## PROPERTY CLEANER



**Position:** Property Cleaner

**Position Type:** full-time, in-person, minimum 40 hours/week

**Reports to:** Property Cleaning Manager

### **General Description**

In the position of Property Cleaner, you will provide support to the Property Management division and work flexibly with your team and the Property Cleaning Manager to provide service to tenants and managed properties within the First Companies portfolio. Additionally, you are expected to exemplify and promote the First Companies' values with all relationships within the First Companies team, as well as with property owners, tenants, and trade contractors.

### **Essential Duties and Responsibilities**

- Provide hands-on cleaning for building common areas and/or tenant spaces that you are assigned to. Cleaning duties include but are not limited to sweeping, mopping, vacuuming, and dusting floors and surfaces. Clean and sanitize restrooms including toilets, sinks, mirrors, counter tops, and floors. Emptying trash and replacing trash can liners as needed. Wash windows and glass doors and other surfaces. Restocking cleaning supplies and notifying Property Cleaning Manager of inventory needs in a timely manner. Operate cleaning equipment (e.g., floor scrubbers, buffers, carpet cleaning machines) safely and effectively.
- Report or create work orders for maintenance tasks that require a service technician.
- Submit weekly time sheets to Property Cleaning Manager using First Companies' utilized software.
- Log and track all work orders to ensure successful completion for the buildings/tenant spaces assigned to you.
- Follow safety protocols and use cleaning chemicals according to guidelines. (e.g. wet floor signs displayed when mopping during business hours.
- Maintain exterior areas by sweeping walkways, removing litter, and clearing snow or debris as needed.
- Maintain an organized job site and workspace while working with First Companies' Property Management equipment and supplies.
- Attend and engage in department meetings and activities.
- Take responsibility for actions and transparently admit mistakes when they occur so that they may be resolved to the degree congruent with First Companies' values.
- Report duties incomplete due to unforeseen circumstances to Property Cleaning Manager or Service Technician Manager.
- Perform other tasks as needed.

### **Required Skills**

- Maintain, promote and integrate First Companies' values with all internal and external stakeholders.
- Be a valued representative of First Companies to all customers and stakeholders.
- Be a team player who demonstrates a positive attitude, implements solution-based thinking and relates well with other employees.
- Good communication skills demonstrating proficiency in both speech and writing.
- Run job tasks in an organized, detailed and reviewable manner.

- Able to multi-task, prioritizing in-coming work and meeting deadlines.

**Education and Experience:**

High school diploma or equivalent.

Prior cleaning experience preferred but not required.

**Physical Requirements:**

Ability to lift up to 50 lbs.

Ability to climb a ladder

Ability to legally operate a motor vehicle.

Ability to work in inclement weather.

First Companies, Inc. is an Equal Opportunity Employer (EOE). We do not discriminate against individuals because of race, color, religion, national origin, gender, physical or mental disability, veteran status, or any other characteristic protected by federal, state, or local statute or ordinance.

Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.