

TITLE	Cleaning Crew Member
FACILITY	Parkway Maintenance and Management Co.
JOB CODE	
DEPT. NUMBER	110031
DEPT. NAME	Building Services
LOCATION	Clearwater – Parkway Maintenance
EFFECTIVE DATE	07/24/2015
STATUS	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

Job Summary/Overview

This position is responsible for meeting or exceeding Parkway Standards in the general upkeep of the residential structures. This includes both interior and exterior duties in the common areas. The duties range from general cleaning to light grounds keeping. The duties also include self-inspections of their assigned areas of responsibility to ensure it meets company standards. Work assignments come directly from the Assistant Superintendent of Building Services and their foreman.

Essential Duties and responsibilities

The following statements describe the principal functions of this position and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may be expected to perform other duties as assigned, including working in other areas to cover absences or balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Cleaning Crew Member will be responsible for:

- The cleanliness of the common areas in the buildings, sidewalks, walkways parking areas and immediate grounds.
- This may include mopping, washing, sweeping, dusting, wiping down, cob web removal, blowing off and removing leaves, etc.
- Observing the condition of the building and grounds looking for reportable problems and notifying the Assistant Superintendent of Buildings Services or Building Foremen for issuance of corrective work orders.
- Keeping the stairways, walkways, sidewalks and parking areas free of trash and yard debris.
- Arranging and transporting all trash debris containers for morning pickups, washing and returning to the appropriate areas.
- Caring for and cleaning the cab and door tracks of the elevators.
- Checking the functions of the elevator as instructed.
- Reporting lighting problems to the department supervisors.
- Fulfilling special projects as assigned by Building Foremen, Master Crew Leader, or TEAM Crew Leader.
- Attending all safety meetings.
- Aiding with other positions in the department.
- Helping in emergency situations in whatever duties as needed.
- Performing other tasks as needed when requested by supervisors or Assistant Superintendent.
- Assisting in keeping all departmental vehicles clean, neat and organized.

In addition to the responsibilities described above, the role may include such other responsibilities and duties as assigned from time to time, based upon OTOW Inc. needs or requirements.

- Performs other duties as necessary.
- Responsible for compliance to company policies and directives.
- Professional manner, discretion, and appearance are expected.
- Reports any incident or accident immediately to their supervisor. Informs of any issues.
- Well organized, ability to multi-task, efficient.
- Punctuality and Attendance are significant job reliabilities
- Maintain clean and orderly work environment

Qualifications (Education, Experience, Technical Skills)

- High School graduate/GED equivalent.
- Must be able to read, write and understand English
- Bi-lingual helpful.
- Supervision skills and experience.
- Experience with and knowledge of all housekeeping techniques.
- Experience with and knowledge of all cleaning tools, blowers, etc.
- Ability to learn or knowledge of safety practices that must be employed.

Working conditions

The working conditions described are typical of those an employee encounters while performing the essential functions of the job.

- All Equipment is the property of On Top of the World Communities, Inc.
- May be required to work a flexible Schedule
- Must wear protective clothing as needed
- Must be able to manage multiple priorities.
- Typical assignments frequently require that work be performed outdoors. Exposure to high temperatures (95 degrees and above), low temperatures (32 degrees and below) and a variety of weather conditions is common. This position is regularly exposed to wet or humid conditions.
- The typical noise level is medium to loud.

Hazardous Exposure

Involves no exposure to blood, body fluids, or tissues, although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

Physical requirements

Physical demands are those of a construction site environment. While performing the duties of this job, the individual will be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to stand, walk, and to lift up to twenty-five pounds; and will frequently be required to use hands to, handle, tighten, or feel. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Organizational Relationships

Reports to: Assistant Superintendent of the Buildings

Direct Reports: Cleaning Crew Leader

Certifications or Licenses

A valid Florida Driver's License is required with acceptable driving history

Job Description: Cleaning Crew Member

Rev.: 4

Date: 05/11/2018

Approved by:	
Date Approved:	
Date of Exempt/Non-Exempt Status Form:	
Reviewed by HR:	
Employee Acknowledgement	<p>This is to certify that on this date _____, I have received, read, understand and will comply with the above Job Description. If there is a procedure/provision in the Job Description that I do not understand I will seek clarification from the Department Manager or Human Resources.</p> <p>Employee Name (Please Print)</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p>