



JOB DESCRIPTION

Position: Light Duty Cleaner

Department: Operations

Fax: 416.253.5151 or **Email:** jobs@hurleycorp.com

General Description:

A light duty cleaner is generally responsible for cleaning tasks in designated areas of a building, including dusting, dust mopping, cleaning washroom fixtures, spot cleaning, emptying and cleaning ashtrays and emptying and cleaning waste receptacles and vacuuming of carpets.

Specific Responsibilities

- Dust all office furniture
- Empties and cleans waste paper baskets
- Collects coffee cups and leaves them in a designated area
- Spot cleans walls, partitions, light switches and doors, window sills
- Cleans and polishes chrome and other polished metal surfaces
- Cleans partition glass that is within arms reach
- Cleans and disinfects washroom fixtures using mild chemicals
- Dusts baseboards and low air vents
- Vacuums cloth furniture at established frequencies
- Dust mops all office hard floor surfaces and/or vacuums all carpeted areas at established frequencies.
- Removes full garbage bags from cleaner's cart and places them in designated area for transport to garbage bin or compactor.
- Damp mops small area hard surface floors
- Restocks single unit dispensers containing soap, towels, toilet tissue and sanitary napkins.
- Other duties that may assigned.



Additional Possible Responsibilities

- Polishes wooden furniture at established frequencies or on an as requested basis.
- Dusts and damp wipes office equipment on an as requested basis
- Washes metal and painted surfaces of filing cabinets at established frequencies or on an as requested basis
- Disinfects telephones at established frequencies or on an as requested basis.
- Food court areas if applicable
- Responsibilities may vary depending on the work site location

All interested candidates should submit their resume to Human Resources Coordinator via email jobs@hurleycorp.com or fax: 416-253-5151