



Cleaner

Position Summary

As our organization's cleaner, you will be at the heart of ensuring a clean and healthy environment in our facilities. Your role involves maintaining the cleanliness of various spaces, including preschool classrooms, offices, program rooms, clinic, computer lab, and common areas. The main goal is to create a safe and clean setting in the Family Room, enhancing the well-being and satisfaction of our staff, families, and visitors.

We take pride in welcoming families, partners, and other visitors into our space. Through your dedication to detail and cleanliness, you play a key role in making our organization a welcoming and comfortable place for everyone. By providing clean, organized, and well-kept spaces, we aim to create an environment that encourages families and visitors to keep coming back.

Responsibilities and Duties

1. Responsible for all cleaning of the Family Room spaces.
2. Check and maintain cleanliness before and after all programs and preschool classes.
3. Collaborate with other staff members to coordinate cleaning schedules and prioritize tasks.
4. Maintain an orderly condition throughout the facility, including sweeping, vacuuming, mopping, dusting, and cleaning of glass and windows.
5. Clean restrooms daily, including restocking dispensers, refilling toilet paper and paper towels, cleaning and sanitizing fixtures, cleaning mirrors, sweeping and mopping floors, and cleaning toilets.
6. Empty trash, recycling and compost bins, and replace liners when necessary.
7. Attend meetings and training as required or recommended by the supervisor.
8. Report management in case there is a need for repair and interventions, including restocking/ordering supplies as needed.
9. Maintain cleanliness of vehicles, including vacuuming, wiping down surface areas and removing trash and other items after use.
10. Clean kitchen spaces including dishwashing, clean refrigerators, stoves, and more.
11. Occasionally perform other duties as necessary to support the organization's programs.
12. Support and comply with all Family Room policies.

Requirements & Skills

1. **Time Management Skills and Scheduling Flexibility:** As a Family Room Cleaner, you must possess excellent time management skills to efficiently complete cleaning tasks within allocated schedules.
2. **Effective Communication:** Clear and respectful communication with supervisors, team members is essential for understanding specific cleaning requirements and addressing any concerns promptly. Being able to convey information effectively enhances collaboration and ensures a well-coordinated cleaning process.
3. **Mechanical Equipment Proficiency:** Familiarity with operating mechanical cleaning equipment, such as carpet cleaners, floor scrubbers, vacuum cleaners, and various tools, is vital to achieve thorough and efficient cleaning results. Proper usage of these machines ensures a pristine and well-maintained Family Room.
4. **Knowledge of Cleaning Agents and Chemicals:** Understanding different cleaning

agents and chemicals, including their appropriate usage and safety measures, is crucial to handle various cleaning tasks effectively. Being knowledgeable about these products ensures both cleaning effectiveness and safety for yourself and others.

5. **Versatility with Cleaning Products and Equipment:** A successful Family Room Cleaner should be adaptable in using a variety of cleaning products and equipment to cater to different surfaces and materials.
6. **Initiative and Self-Supervision:** The ability to take charge and work independently with minimal supervision demonstrates a strong sense of responsibility and reliability.
7. **Positive Attitude and Team Player:** A positive attitude is essential in maintaining a friendly and welcoming environment. As a team player, you'll collaborate effectively with others to achieve shared cleaning goals and contribute to a harmonious work atmosphere.
8. **Background Check Clearance:** Since the Family Room is a space often used by various individuals, it is vital for all employees to pass a background check. This ensures the safety and security of everyone who uses the facility and instills confidence in occupants that they are in a trustworthy environment.

Compensation & Benefits

Position: Part-time

Hours: 15 hours per week

Schedule: Monday through Friday, between 3:00 pm and 6:00 pm (flexible hours after program hours)

Hourly Wage: Starts at \$18.00 (may increase based on qualifications and experience)

Benefits: CTO (Combined Time Off), Retirement plan, Paid holidays, and more.

How to apply

Please send a detailed, personalized cover letter and resume to our Executive Director, Josh Miller, at careers@thefamilyroomvt.org. We kindly request that you include the position title in the subject line of your email.

Working Conditions

- May work during non-business hours
- May experience:
 - Hostile and emotionally upset clients, family members, visitors, and staff
 - Stress due to demanding profession
 - Exposure to blood-borne pathogens
 - A variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client-based activities and preferences

Physical Demands

Cleaning jobs can be physically demanding, involving various tasks that require strength, agility, and endurance. The physical requirements for a cleaning job may vary depending on the specific role and the environments being cleaned.

Here are some common physical requirements for cleaning jobs:

- Regularly sitting or standing for long periods of time.
- Regular need for visual observation of near and far objects.

- Requires hand and finger dexterity for regular handling or feeling.
- Occasionally need to reach or bend.
- Cleaning jobs, including handling supplies, equipment, and trash, require the ability to lift heavy objects up to 50 pounds.
- Moving vehicles to needed locations for cleaning.
- Maintaining consistent cleaning standards requires a certain level of stamina and endurance.
- Cleaning operations may require the use of personal protective equipment, such as gloves, masks, or goggles, to ensure safety while handling cleaning agents or potentially hazardous substances.
- Cleaning work can be done in various environments, from indoor spaces with temperature fluctuations to outdoor spaces exposed to different weather conditions.

Mental Demands

The mental demands listed here are essential for employees to successfully perform their job responsibilities. Reasonable accommodations can be made to enable individuals with disabilities to meet these demands.

The mental demands for this job include:

- Effective communication skills (both written and oral)
- Reading and interpreting information
- Problem-solving abilities
- Adaptability to handle multiple tasks and interruptions
- Demonstrating poise, tact, and diplomacy in interactions, especially with upset individuals

Equal Opportunity Employer Statement

The Janet S. Munt Family Room values all members of our community. We seek to create an environment that respects and honors the diversity of individuals and their unique contributions to our mission. Many of our programs serve diverse children and families. The Family Room is dedicated to supporting the effective resolution of diversity, equity, and inclusion concerns. We have a Diversity, Equity and Inclusion (DEI) committee. Our DEI community recently held a workshop to build inclusive practices for our staff, and we continue to explore ways to make The Family Room more inclusive.