

Office Cleaner Job Description

- Responsible for floor care, performing various surface tasks, including vacuuming, mopping, sweeping, and spot-cleaning carpets of all office areas and non-production employee lounge
- Responsible for the maintenance of non-production employee lounge tables, chairs, and counters, carrying out tasks such as dusting, spraying, and cleaning
- Responsible for removing trash in office areas and non-production employee lounge
- Responsible for cleaning and sanitizing of restrooms daily
- Responsible for cleaning of windows in conference rooms, management offices, etc.
- Perform dusting, disinfecting, and polishing of surfaces and furniture as needed
- May be required to shop for cleaning supplies as needed
- May be required to stock Kitchen and Board Room supplies as needed
- Responsible for reporting repairs and replacements encountered when executing daily tasks.