

Saints Peter & Paul School and Church

Cleaner Position Description



Hours of employment:

- 20-25 hours per week
- adjust daily hours if needs arise on weekends – for example, school events and special occasions

Job Responsibilities- Tasks include but are not limited to the following:

Daily Cleaning Tasks:

- Sweep, mop, vacuum, and dust floors and surfaces to maintain cleanliness and order in classrooms, hallways, gym, and all other rooms
- Sanitize and disinfect high-touch areas such as door handles, light switches, and countertops.
- Empty trash bins and replace liners promptly.
- Clean sinks, toilets, window sills, and floors of each bathroom
- Sweep and mop kitchen floors
- Sweep steps
- Remove recycling and garbage
- Clean entryway windows
- Clean water fountains
- Fill toilet paper and paper towel dispensers
- other duties as assigned

Specialized Cleaning:

- Perform deep cleaning assignments, including carpet shampooing, mopping and floor waxing.
- Use appropriate cleaning chemicals and equipment for specific surfaces, following safety protocols.
- Clean and maintain restrooms, ensuring they are fully stocked with essential supplies.
- Wash all windows, walls and light fixtures
- Deep clean bathrooms and scrub sinks
- other duties as assigned

Maintenance and Reporting:

- Operate and maintain cleaning equipment such as vacuums, carpet cleaners, and floor polishers.
- Ensure tools are cleaned, stored properly, and in good working condition after each use.
- Identify and report any maintenance issues or needed repairs to supervisors.
- Replenish cleaning supplies after each shift.

Adherence to Safety Standards:

- Follow company safety guidelines, including proper handling of cleaning chemicals and wearing personal protective equipment (PPE).
- Maintain awareness of OSHA safety standards and contribute to a zero-incident workplace.

Required Skills, Experience, and Qualifications

Must-have:

- High school diploma or equivalent.
- Strong attention to detail and commitment to delivering quality results.
- Physical ability to perform tasks requiring bending, lifting, and standing for extended periods.
- Knowledge of basic cleaning techniques and equipment usage.
- Punctuality and reliability to adhere to scheduled shifts.

Nice-to-have:

- Previous experience in professional cleaning or housekeeping roles.
- Familiarity with eco-friendly cleaning products or practices.
- Multilingual abilities for diverse client communication.
- Certification in OSHA safety standards or equivalent training.

Success Criteria

To be successful in this role, you are expected to:

- Achieve a satisfaction rate of 95% or higher based on evaluations
- Consistently complete cleaning tasks within established timeframes without compromising quality.
- Demonstrate reliability and adaptability during peak scheduling periods.
- Uphold all company safety protocols to contribute to a zero-incident workplace.

Compensation

Hourly Rate: \$14.00 – \$20.00 per hour, commensurate with experience and qualifications.

Application Process

To apply, please submit your resume and a brief cover letter detailing your interest in the position to principal@christcatholic.com or mail to:

Saints Peter & Paul School
PO Box 189
Richmond, MN 56368
Attention: Heather Pfannenstein