Downloaded from <https://www.velvetjobs.com/job-descriptions/cleaning-support>

# Example of Cleaning Support Job Description

Our growing company is looking for a cleaning support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cleaning support

* Yearly cleaning to include cleaning of air vents, walls, ceiling tiles, lights, plastic curtains, service lines, cranes, hoists, in all areas
* Cleaning of Main Aisles to include support beams, metal racking, window sills, aisle posts, storage cabinets, lights, air vents, windows, doors, Sign and date appropriate checklist when task is completed
* Dust mop floor and run the scrubber in Main Aisles once per 12-hour crew
* Dust mop floor in Radiation and Warehouse and run scrubber in these areas
* Trash rounds in all production areas will be conducted twice per 12-hour crew
* Special projects will be completed by the 12-hour crew members such as 6S taping and any other tasks that need attention
* Execute work instructions and SOPs, with focus on right the first time executions
* Preparing for and execution of routine cleaning of manufacturing and support areas, per work instructions, and/or SOPs, with focus on "right the first time" executions
* Execute tasks in order of prioritization
* Maintain up to date training assignments

## Qualifications for cleaning support

* Ability to follow instructions and pay extreme attention to detail
* At least 1 year of cleaning experience, preferably in the pharmaceutical industry
* Experience in a regulated environment a plus
* Strong computer skills preferred (Windows and Microsoft Office)
* Good communication skills, including legible penmanship
* Minimum one year experience providing technical customer field support for PC and mobile devices