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# Example of Cleaning Support Job Description

Our company is growing rapidly and is looking for a cleaning support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cleaning support

* Draft and revise documents as necessary, SOP’s, Logbooks
* Daily review of department logbooks on the floor
* Serve as trainer for department
* Work with team lead to train and serve as back up
* Responsible for supervising a team of technicians who perform production operations in the support of the manufacture of commercial and clinical biologics
* Direct supervision and management for day-to-day operations of staff, prioritizing assignments, developing staff, and focus on right the first time executions
* Collaboration daily with cross-functional departments to meet operational needs
* Technical support - trouble-shooting, detailed investigations, tracking and trending of equipment performance
* Miscellaneous Administrative duties - Attendance tracking, coaching, development tracking, 1-1s, performance evaluations, hiring activities, provide support & leadership cross functionally
* Lead Department /Special projects- start-up activities, change over activities, SMQ support updating MM#s, EHS initiatives

## Qualifications for cleaning support

* Intermediate knowledge of Microsoft Office Applications and Windows 95/98/2000
* Basic knowledge of local and wide area networking, including TCP/IP  Basic to intermediate knowledge of computer/PC operations
* Basic knowledge of technical customer support best practices and procedures, including solutions knowledge base, escalation and service level agreement models
* Experience in a clean room and/or GMP environment preferred
* Previous experience training other employees a plus
* Knowledge of cGMP practices seen as a plus