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# Example of Cleaning Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of cleaning. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cleaning

* Good knowledge of operations or the ability to acquire it quickly
* Ability to effectively plan work procedures, equipment, material and manpower needs
* Ability to effectively build and lead a productive work group to perform as a member of the management team
* Must have Excel and Microsoft Office experience
* Dust and clean offices
* Mop linoleum floors and vacuum carpets
* Wash tables and mop floors in break areas
* Manage annual leave requests and sickness absence - Assist in undertaking health and safety risk assessments on the cleaning functions
* To work alongside the operatives to assist in co-ordination and management of all cleaning & waste operations within the LBC
* Scheduling employees

## Qualifications for cleaning

* Previous maintenance experience a plus
* Work together to maintain a sanitary and presentable environment for the fans, artists, and employees of Perfect Vodka Amphitheatre
* Duties will vary
* To ensure all equipment is kept clean, well maintained and is a safe working order, PAT Tested
* The ability to work in different environmental conditions
* Computer/Administration skills