

Brookings

PROPERTY MANAGEMENT

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Cleaning Staff Member – Part Time/Flexible

First Review 9/14/2020

We are looking for a Cleaner to join our team! As a Cleaner at Brookings Property Management, you will be responsible for taking care of our apartment facilities, and carrying out various cleaning duties. Your main goal will be to keep our buildings in a clean and orderly condition. May be asked to help with preparing and cleaning rental units between tenants.

This position is part time (30-35 hours) with some flexibility.

Tasks include

- Clean designated facility areas including but not limited to; dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning
- Carry out heavy cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Stock and maintain supply rooms
- Follow all health and safety regulations

Requirements

- Basic cleaning knowledge including dusting, washing windows, sweeping/mopping, vacuuming
- Demonstrated ability to interact effectively and in a business-like manner with other staff, residents, service workers, and others
- Exceptional Customer Service, highly motivated, positive attitude and attention to detail is required
- Maintain a clean and safe work area
- Must have a valid driver's license