



POSITION DESCRIPTION

Office Cleaner

ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities.

Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this through meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work. The Marketing Director will contribute to the planning and implementation of strategic and product marketing while leading business development initiatives to support the mission and vision of Urban Triage by expanding awareness, engaging the public, attracting new audiences, developing marketing, building market share, generating leads in all markets and increasing overall profit contribution throughout the organization.

The Office Cleaner for Urban Triage is responsible for providing consistent and high-quality cleaning services and is dedicated to exceptional standards of performance and quality.

JOB DUTIES

- **Kitchen**
 - Dishes
 - Wash Dishes
 - Dry Dishes
 - Put away dishes

- Clean all counter spaces with bleach spray
 - Clean the back of the wall with bleach spray (where the garbage is located)
 - Clean Coffee cart w/ Keurig
 - Make sure any spilled coffee stains are cleaned off
 - Empty out any coffee in drip tray
 - Clean/wash out coffee drip tray
 - Clean Microwave (inside and out)
 - Use bleach spray to clean any spills or food inside the microwave (make sure inside and out is clean)
 - Clean microwave door on outside
 - Clean Refrigerator (Inside and Out) Use bleach
 - Wipe off all shelves with bleach spray (clean up any spills)
 - Throw out food that smells or is molding and ALL FOOD without labels
 - Wipe off door handles with bleach
 - Wipe down water dispenser with bleach
 - Wiped down shelves on door
 - Mop Kitchen Floor
 - Mop whole floor area including corners and under kitchen cart
 - Wipe off Light Switches and area around it
 - Wipe off Cabinets and handles
 - Wipe down the white shelf next to the fridge including Shelves
 - Sweep
 - Empty Trash/ clean the inside of garbage if applicable
 - Put in a new garbage bag
- **Hallways**
 - Vacuum all hallways
 - Wipe down walls and all doorknobs to each room
 - All light switches
 - Clean back door handles (leading to garbage dumpster)
- **Bathroom**
 - Clean Toilet (USE BLEACH)
 - Use toilet bowl cleaner (storage cabinet next to it) and brush
 - Clean whole toilet area (top, sides and bottom)
 - Clean sink with bleach
 - Clean Faucet
 - Refill soap (replace soap bottle if empty)
 - Refill Paper towels
 - Mop Bathroom Floor

- Mop whole floor area (under the sink, each corner, around/ behind toilet)
 - Wipe down all handles in the bathroom (Sink, Toilet, storage cabinet, the door)
 - Wipe down light switches
 - Clean off metal rods in bathroom
 - Clean off supply closet
 - Clean Garbage can (inside and outside)
 - Empty Garbage can
 - Clean Mirror
 - Clean doorknobs
- **Training Area**
 - Vacuum
 - Move all tables and chairs (fix them back the correct way after)
 - Wipe off all tables and chairs first
 - Organize everything like it should be in the training area---including plants, boards, tables, chairs, supplies, etc.
 - Put everything in its proper place (If unknown ask *)
 - Empty all garbage cans
 - Clean garbage cans with bleach
 - Put clean garbage bags in the garbage can
 - Wipe and clean all light fixtures/switches
 - Clean off whiteboard
 - Clean ATV equipment holder
 - Clean TVs with glass cleaner and disinfecting
 - Clean remotes off
 - Clean light switches for all table lights
 - Wipe down couch
 - Disinfect all pillows and blankets with disinfectant spray
- **Front Office/Receptionist Area**
 - Vacuum (including under desk, chairs, counter, tables)
 - Move things and clean under them
 - Wipe off desk and chair
 - Clean windows and door (wipe off door knobs)
 - Clean Doors and windows inside and out
 - Move the plants vacuum around them and under them
 - Wipe light switches with bleach
 - Wipe down with bleach door handles inside and outside along with the keypad

- Move red ottoman and vacuum the green rug underneath it
- Clean and wipe down shoe holder with bleach
- wipe down walls that have stains on them
- Put everything back where it belongs (if things are under the desk, on the desk etc.)

- **Conference Room**

- Spray bean bag with disinfectant spray
- Move bean bag and vacuum under it
- Wipe shredder down (don't spray directly on it)
- Move shredder and vacuum under it
- Move chairs vacuum under them and under table
- Clean table with bleach
- Clean white boards if applicable (don't erase things unless asked)
- Wipe down market holder on ALL white boards
- Wipe down supply cabinet and printer (spray towel and wipe down, not direct spray)
- Clean handles of supply cabinet
- Put away everything (on the tables, near printer etc)
- Nothing should be left out
- Clean light switches
- Clean door knobs
- Clean and wipe down walls and doors (finger prints, stains etc.)
- Vacuum everything
- Put everything away*

- **Middle Space between Conference Room and Shared Office**

- Vacuum (move couch and table and vacuum behind them)
- Clean off glass table
- Clean light switches
- Fix pillows
- Disinfect pillows and Blankets with lysol spray
- Wipe down couch
- Shared Office Space (with Bleach)
- Move tables and chairs and vacuum
- Put away in correct place any papers that are left out
- Wipe off and disinfect all tables and chairs (use Bleach)
- Clean all light switches
- Clean off all door knobs
- Wipe down ALL walls and door with stains and or fingerprints
- Clean All tables, counters etc.

- Clean white boards if applicable (do not erase things)
 - Empty trash cans
 - Clean trash cans (bleach)
 - Put new garbage bags
 - Wipe down coat holder
- **Personal Offices (with bleach)**
 - Vacuum (move chairs and furniture)
 - Wipe off desk and chairs
 - Empty garbage cans
 - Clean garbage cans
 - Add clean garbage bags
 - Clean door knobs
 - Clean monitor(s)
 - Clean tables
 - Clean file tables
 - Clean cabinets over the desk
 - Create neat piles with paperwork
 - Put dishes in the kitchen (wash them)
- **Kids Room**
 - Make sure everything is picked up and placed where it belongs
 - Clean and disinfect ALL toys that are readily reachable
 - Empty garbage
 - Clean garbage can
 - Put in clean garbage bag
 - Wipe down all surfaces including tables, chairs and tv area (with bleach)
 - Including remote
 - Light switches
 - Door knobs (closet too)
 - All handles
 - Blackboard
 - Wiped down walls/doors with fingerprints and stains
 - ALL chairs
 - Vacuum everything
 - Move chairs and table and vacuum
 - Sweep
 - Mop
 - Clean tv stand and handles

- **Make sure to clean all tables in each room, doorknobs and light switches, walls, counters, cabinets, markers, and pens lying around**
 - Wipe down everything that people touch
 - Printer
 - Shredder
 - Knobs
 - Faucets
 - Handles
 - keypad **front door lock/door
 - Walls
 - Cabinets
 - Etc. **Everything
 - Front and back of chairs/seat of chairs
 - Couch
 - Trash
 - Take out trash from all areas/rooms
 - Take trash outside to the dumpster
 - Replace all trash bags
 - Clean up any spills on outside and inside of garbage cans
 - Clean/wipe down whole garbage can and lid (inside and out)
 - EVERY Garbage Can in the office follow these instructions, please

SKILLS REQUIRED

Experience & General Requirements

- The nature of the position may require carrying out work outside of normal office hours.
- Must be able to lift 50 pounds
- Must be comfortable being on their feet
- Integrity – Job requires being honest and ethical

DISCLAIMER

The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

COMPLIANCE REQUIREMENT

This job adheres to the ethical and legal standards and behavioral expectations as

set forth in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements