SUMMARY: Immaculate Conception Elementary School is seeking a Part-Time Cleaner to work Monday through Friday, to take care of our building and carry out cleaning and maintenance duties. The hours are 2 p.m. to 6 p.m., with some flexibility. The primary goal for this position is to keep our building in a clean and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify staff and senior maintenance personnel of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

QUALIFICATION REQUIREMENTS:
- Proven working experience as a Cleaner
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity
- High school degree