

**Job Description**  
**Anniston Housing Authority**  
**Cleaning Technician**

**Department: Property Management**

**Date: 5-5-17**

**Reports To: Property Manager**

**FLSA: NE**

**Summary**

This position is responsible for cleaning the inside of office buildings, removing trash, and keeping areas neat and tidy.

**Essential Job Functions**

1. Responsible for meticulous upkeep of offices, kitchen, and restrooms; keeping buildings in clean and orderly condition.
2. Gather and remove trash from office areas, kitchen and restrooms.
3. Clean, supply and service areas utilizing mops, brooms, disinfectants as necessary.
4. Clean windows, glass partitions, and mirror using necessary cleaners.
5. Vacuum high traffic areas.
6. Ensures that unsafe conditions are corrected in a timely manner.
7. Learns and ensures compliance with all company, local, state and federal safety rules.
8. Immediately report all unsafe conditions.
9. Uphold all company policies, goals and values.
10. Neat, clean and professional at all times throughout the workday and/or whenever present at the community.

**Knowledge, Skills, and Abilities**

1. Ability to safely use cleaning chemicals, equipment and supplies.
2. Comply with expectations as demonstrated in the employee handbook.

**Physical Nature of Position**

1. Ability to lift a mop, and broom also push and pull a vacuum cleaner.
2. Ability to work in wet, damp, hot or cold conditions for extended periods of time.
3. Ability to work while standing for extended periods of time.

### **Minimum Requirements**

1. Physically capable of performing duties.
2. Must be able to read and write.
3. Must have a valid driver's license.

### ***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodations, depending on the nature of the disability.