



Job Description Position Title: Environmental Covid Services

Reports to: Executive Director

Job Summary: The Environmental covid services will clean, sanitize the entire first floor of the building, the hallway, the entire second floor of the interior of the building as well as the first-floor bathroom and hallway. This position will be responsible for the cleaning of exterior entrances. (Please see essential functions)

Essential Job Functions:

- Inventory cleaning supplies and order as necessary
- Sanitize all tables in auditorium
- Wipe down chairs
- Clean auditorium, gym, hallways (2) floors using applicable cleaning supplies
- Dust and sanitize all surfaces in downstairs and upstairs hallway including windows/ doors and railings
- Clean downstairs interior bathrooms (2)
- Clean exterior bathrooms (2)
- Clean gym bathrooms (2)
- Empty trash all interior and exterior
- Organize gym fire escape storing gym (gym cleaning equipment)
- Complete daily task sheets as assigned

Rate:

\$11.50 per hour

Hours:

20 hours a week

Start date: Feb 1,2021- Jan 31, 2022 (resiliency and 1 year's innovation grant)

Please send your resume and cover letter to Ken Winston at kennethwinston1@comcast.net.