



Cleaning Technician Team Member Job Description

Basic Function:

Our employees are responsible for performing a professional level of cleaning and maintenance tasks that will produce an outstanding image, cleanliness, and sanitization of a customer's offices or facilities.

Responsibilities:

1. Excellent attendance is required. To be depended on to arrive at work on-time at the prescribed time each day, knowing full well that tardiness and absences from work will place hardship on fellow team members, the company and disrupt client cleaning schedules.
2. Perform various cleaning activities efficiently and with great attention to detail such as: cleaning of restrooms, offices, stairwells, elevator cabs, kitchen/coffee/break room areas, windows, washing floors, vacuuming carpets, high and low dusting, carpet cleaning, strip/wax/polishing of hard surface floors, and other cleaning related tasks and activities in accordance with instructions given by the Team Lead or Supervisors.
3. Report any broken items, accidents or injuries promptly to the Team Lead and Supervisor immediately.
4. Perform repetitive and strenuous physical labor tasks such as vacuuming (upright vacuum or wearing a backpack vacuum); moving and lifting of heavy items such as full mop buckets, full trash containers, furniture and other items that may require heavy lifting, carefulness, bending/stooping, and stretching.
5. Secure client's property when upon entry/exit and while working, including locking doors and windows, turning off lights, and de/activating alarms. Keep assigned keys, fobs, cards under personal control on and off duty. Report any problems to the Team Lead, Supervisor, and President immediately.
6. Report any security or safety violations to the Team Lead or Supervisor immediately.
7. Report any emergency maintenance problems to include toilets and other water fixtures to the Team Lead or Supervisor immediately and record information in logbook.
8. Wear appropriate uniform and personal protective equipment in accordance with the job you are performing.
9. Learn specific cleaning techniques of the company based on training, product instructions, and vendor training. Work smarter, not harder.
10. Attend and participate in meetings or training as requested by the Team Lead, Supervisor, or President.
11. Understand and adhere to safety procedures as established in the Star Cleaning Systems Safety Program.
12. Be able to use very reliable transportation to report to specified work locations when scheduled or with little notice.
13. Leave premises in a safe and secure manner, as to the condition it was found.
14. Communicate effectively with team members, company management, and clients' representatives.
15. Perform other related duties as assigned.

Skills:

- Organization skills to work independently or with a team.
- Ability to lift 50 pounds (i.e. trash into high dumpster), or more with a team member.
- Ability to reach, bend, stoop and kneel while performing work tasks.
- Ability to stand, walk for extended periods of time.
- Ability to physically use and control equipment such as wearing a 12 lbs. backpack vacuum, upright vacuum, floor machines, carpet extractors, or autoscrubber, etc.
- Pleasing customer service skills.
- Good reasoning and decision making skills.
- Good written & oral communication skills.

Experience:

- Past experience of successful work history and skills.
- Prior commercial cleaning experience is helpful.

Requirements:

- Must have very reliable transportation, valid driver license, auto insurance.
- Criminal background check & drug screen is required.
- Must be able to perform minimum physical work as described.
- Direct deposit of paycheck is required.
- Must have an active personal phone number at all times.



Application for Employment

3310 Morse Road, Suite 117, Columbus, OH 43231 • PH 614-847-5668 • FAX 614-847-5667

Star Cleaning Systems is an Equal Opportunity employer. We do not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis protected by local, state or federal law.

Our Company's policy requires that any person interested in employment complete a written application for a particular position for which he or she is qualified. No applicant will be considered for employment solely on the basis of a resume. Also, applicants who do not provide legible, complete and accurate answers to all application and interview questions will not be considered for employment.

Background Information

First Name: _____ Middle Initial: ____ Last Name: _____

Address: _____ City: _____ State: ____ ZIP: _____

Telephone Number: Home: (____) _____ Cell: (____) _____

Best Time(s) to Call: _____ E-mail address: _____

Social Security Number: _____ Are you at least 18 years old? Yes No

If you are hired and less than 18 years of age could you furnish a work permit? N/A Yes No

Have you ever applied to or been employed by Star Cleaning Systems before? Yes No

If yes, please give dates and position(s) held: _____

How did you learn about Star Cleaning Systems? _____

Are you prevented from becoming lawfully employed in the United States because of your VISA or immigration status? Yes No

(The law requires our Company to obtain proof of citizenship or immigration status upon employment.)

Do you have reliable means of transportation? Yes No

For what position(s) are you applying? _____

Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes No

Background Information (Continued)

- Are you a veteran of the United States military service? Yes No

If yes, what branch? _____ Type and Date of discharge? _____

Primary duties: _____

- Have you been convicted of, or served a sentence for, any type of criminal offense, other than a minor traffic violation, within the last seven years? Yes No If yes, please describe the circumstances:

(Note: A conviction record will not necessarily be a bar to your employment with our Company. Factors such as the age and type of offense, the seriousness and nature of the violation, your rehabilitation, and the position for which you are applying will be taken into account.)

Are you currently facing any criminal charges or any warrant currently outstanding for your arrest?

Yes No If yes, please explain: _____

- Desired starting date: _____ Initial salary/wage desired: _____

Days and Hours you are available to work: _____

Tell us why you would be the best candidate.

Please tell us why you would be a great employee. Summarize your skills, training, certifications, licenses, from employment or education, or other experiences that may qualify you for work with our Company. Use an additional sheet of paper if needed. Check here if additional information is included on back of this page or additional pages are attached.

Employment Experience

Are you employed now? Yes No If so, may we contact your current employer? Yes No

Person to contact: _____ Telephone Number: (____) _____

If we may not contact your present employer, please explain why: _____

Are you on layoff, subject to recall by another employer? Yes No

Are you subject to any employment-related obligations that require you to refrain from engaging in any particular activity for any period of time (such as a non-competition agreement)? Yes No

If yes, in what way and until what date? _____

Please list below ALL of your current and previous employers for at least the last five (5) years. Begin with your current or most recent employer. Use the back of this page or additional paper if necessary. Please explain all gaps in your work history.

Check here if additional information is included on back of this page or additional pages are attached.

Dates (Mo. & Yr.)	Current/Most Recent Employer Name & Address	Salary/Wage Received	Position Held
From:	Employer:		
To:	Address:		
Summary of job responsibilities:			
Reason(s) for leaving		Supervisor's name & telephone number	
Dates (Mo. & Yr.)	Next Most Recent Employer Name & Address	Salary/Wage Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Supervisor's name & telephone number	
Dates (Mo. & Yr.)	Employer Name & Address	Salary/Wage Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Supervisor's name & telephone number	
Dates (Mo. & Yr.)	Employer Name & Address	Salary/Wage Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Supervisor's name & telephone number	

Educational Experience

Type of School	School Name and Address	Number of Years Attended	Did You Graduate?	Major/Subjects Studied
High School <input type="checkbox"/> G.E.D. <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate: _____	
Trade, Business or Technical School			Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate: _____ Degree: _____	
University/College			Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate: _____ Degree: _____	
Military or Civil Service Training			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Special Studies			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Professional & Personal References

*Please provide the names of three persons **not related to you**, whom you have known at least one year. We would like to speak to someone about your skills, personal character, and background.*

Name	Address	Telephone	Occupation	Years known

Applicant's Certification and Agreement

PLEASE READ THIS SECTION CAREFULLY BEFORE SIGNING BELOW.

I understand that, if I am hired by the Company, my employment is at-will, meaning that it is for no definite period of time and can be terminated by me or by the Company, with or without cause or notice, at any time. I also understand that no representative of the Company, other than the President, has the authority to enter an agreement with me contrary to the foregoing, and I understand that any agreement that the President might enter with me contrary to the foregoing must be in writing to be enforceable.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby give the Company the right to make a thorough investigation of my past activities by requesting information from past employers, educational institutions, personal references, any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my driving history, credit history and any criminal records. I request, authorize, and consent to the release of any and all such information to the Company consistent with all state and federal laws and hereby release and hold harmless every person or entity that communicates such information to the Company in good faith and without malice from any and all claims or liability of any type whatsoever. I waive all rights to bring any action for defamation, invasion of privacy or any similar cause against anyone contacted as a result of what he or she may say about me.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company unless made in writing and signed by the Company's President. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason and that the Company retains a similar right.

I further agree to take any lawful pre-employment drug screen that might be required by the Company as a condition of my being considered for employment, and I agree to take any other lawful medical examination or allow a background check to be performed that might be required by the Company and/or by law as a part of any conditional offer of employment the Company might extend to me. I agree to cooperate with the Company regarding these matters.

I understand that this Application is current for 60 days only. At the conclusion of this time, if I have not heard from the Company and still want to be considered for employment, it will be necessary for me to fill out a new application. I certify that the facts contained in this Application are true and complete to the best of my knowledge and I understand that, if I am employed, any statements I have falsified on this Application shall be grounds for immediate dismissal. I also understand that, if employed by the Company, I am required to abide by all of the Company's rules and regulations.

Date: _____ Applicant's signature: _____

First Name: _____ Middle Initial: ____ Last Name: _____