



**JOB TITLE:** Cleaning Specialist

**FLSA:** Non-exempt

**REPORTS TO:** Director of Operations

Fulltime /  Part Time

**REVISION DATE:** July 2025

**POSITION SUMMARY:**

The Cleaning Specialist is a key member of our team, responsible for ensuring that our facilities are clean, orderly, and safe. Duties include general cleaning tasks, waste disposal, and routine maintenance. The role requires attention to detail, reliability, and a commitment to maintaining a safe and pleasant environment for all facility users. Prior experience is a plus.

**ESSENTIAL JOB FUNCTIONS:**

- Perform general cleaning tasks such as sweeping, mopping, dusting, and vacuuming to ensure all rooms and areas are clean and presentable.
- Empty, clean, and reline waste disposal bins.
- Clean and sanitize restrooms, ensuring they are well-stocked with toiletries.
- Report any necessary repairs or replacements.
- Adhere to health and safety regulations and use appropriate personal protective equipment.
- May include outdoor tasks such as sweeping walkways, raking, trim, sweep grounds, and collecting trash and recyclable materials. Assisting with snow and ice removal in the winter.
- Other duties as assigned.

**JOB REQUIREMENTS:**

- Meet Ascend Services Insurance Carriers Vehicle Insurability Standards.
- Stand for lengthy periods of time.
- Be able to lift up to 50 lbs. with assistance.
- Bend/squat/twist/kneel frequently.
- Physical stamina to handle a full shift of being active.
- Valid driver's license in good standing
- Pass a criminal background check.

**EDUCATION:**

High school graduate or its equivalent

**EXPERIENCE:**

One year's experience in building and ground maintenance. Snow removal and forklift experience a plus (no CDL required). Mechanical and leadership skills a plus.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**



**SKILLS:**

- Be able to work independently.
- Janitorial skills.
- Ability to learn and follow directions.
- Must be able to learn to recognize the separate cleaning solutions and their applications.
- Strong verbal and written communication skills.
- Detail oriented.

**SUPERVISORY RESPONSIBILITIES:** None

**WORKING CONDITIONS:**

Provide services at all sites operated by Ascend. Work indoors and outdoors all year round. Work under seasonal conditions of cold, wet, heat and humidity. Work with chemicals as needed.

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Employee Print Name

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recruiting & Resources Coordinator Signature

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Date

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