



JOB TITLE: Cleaning Specialist

FLSA: Non-exempt

REPORTS TO: Production Manager

Fulltime / Part Time

REVISION DATE: April 2026

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.
- Clean and sanitize breakroom and high touch areas
- Clean outdoor areas that include tasks such as sweeping front walkway, collecting windblown trash, recyclable materials from debris fence, parking lot, lawn, ditches and drop off areas.
- Sweeping, dusting, and cleaning edges and corners in production and shipping floor areas.
- Clean interior and exterior windows as needed.
- Operate floor scrubber.
- Assisting with snow and ice removal in the winter.
- Report any necessary repairs or replacements.
- Adhere to health and safety regulations and use appropriate personal protective equipment.
- 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:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



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.

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 and in dusty areas as needed.

Employee Print Name

Employee Signature

Date

HR Business Partner Signature

Date

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