



Facility Cleaner

Job Purpose:

It is essential that Facility Cleaners be extremely thorough and professional in completing their duties. Facility Cleaners positively represent the Virginia Horse Center Foundation throughout the daily cleaning and disinfecting of all human and non-human spaces on the facility.

Due to VHC being an outdoor facility there is a lot of dust and dirt, which requires continuous cleaning. Facilities Cleaners are responsible for performing a combination of tasks to maintain the premises in a clean and orderly manner

Status:

Non-Exempt / Part time position

Direct Report:

Coliseum and Mezzanine Administrator

Starting Hourly Rate:

\$14.50

Minimum Skills:

Excellent communication skills
Attention to detail
Strong organizational skills
Ability to work in a team environment

Preferred Education and Experience:

High School diploma or GED
2 to 3 years' custodial experience
Proven ability to multi-task

Key Areas of Responsibility – Facility Cleaner

- Clean buildings by emptying trash, sweeping hallways and stairwells, cleaning, and disinfecting surfaces



- Clean and service restrooms with mops and disinfectants
- Steam-clean carpets
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- Dust furniture and scrub surfaces clean
- Apply wax to coat floors and buff
- Set up chairs and tables for VHC events
- Identify and report the need for possible repairs on sinks, toilets, and facility items
- Operate golf cart
- Must be able to lift 40 + pounds
- Responds to emergency clean-ups
- Able to safely handle and use cleaning chemicals
- Able to operate housekeeping equipment
- Follow staff conduct policies and time management guidelines.
- Willing to cross over and assist in other areas as required.

Key Areas of Responsibility – Other

- Serve as the person within the organization for all issues related to facility cleaning.
- Work with members of the Horse Center’s staff and/or outside contractors on the health, and well-being of the Center.
- Maintain a safe working environment within and around areas associated with employee work environment.
- Follow staff conduct policies and time management guidelines.
- Participate in safety training and comply with safety rules, regulations, and protocols.
- Perform additional duties and assist with special projects as assigned

Virginia Horse Center Foundation actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, student or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities and women are encouraged to apply.

No job description or statement of job purpose is meant to be all encompassing. As it is not possible to outline every potential task, candidates accepting employment with the VHCF are aware that responsibilities may increase at times, based on the needs of their department and/or events taking place at the Center.