

## AARO COMPANIES

### CLEANING SPECIALIST

This position involves the general cleaning of any Aaro Companies account. The requirements for the position include but are not limited to the ability pass a Michigan State police background check and pre-employment drug screen and physical. This position also involves *considerable physical activity: lifting, carrying, pushing or pulling. Employee may not have any lifting, carrying, pushing or pulling restrictions.* This individual is also required to maintain a clean cut appearance which includes the following:

- Maintain professional appearance on company time
- Wear required company uniform (properly fitting attire at all times)
- Neat and clean personal grooming
- Clean shaven or neatly groomed facial hair
- Combed hair or official company hat
- Bathed – with no heavy scents

The responsibilities of this position may be customer specific but will almost always include the following:

- Dust & wet mop all vinyl/ceramic tile floors, vacuum all carpets & carpet mats,
- Clean & sanitize all restrooms

6/08/2010

- Restock toilet tissue, hand towels & soap supplies
- Empty trash receptacles & change liners as needed
- Remove trash from facility
- Dust all horizontal surfaces (computer monitors, file cabinets)
- Clean door glass
- Spot clean walls
- Keep janitor's closet clean & neat
- Lock doors & set alarm when leaving facility
- Reporting problems in facility
- Taking inventory and/or ordering supplies
- Completing any additional daily requests made by the customer and reporting request to the CBM office