



## CLEANING COORDINATOR

**Location:** Menasha, WI

**Job Type:** Part-time

**Position Summary:** This part-time position is responsible for day to day cleaning of Community Clothes Closet.

### **Requirements:**

1. Ability to clean independently and interact with a wide demographic of individuals including volunteers, clients, staff and outside organizations.
2. Maintain a set but flexible schedule.
3. Ability to bend and kneel during shift.
4. Ability to walk and stand during shift.
5. Ability to lift 25 pounds.
6. Possess reliable transportation.

### **Responsibilities:**

1. Efficiently clean the facility according to a daily schedule including: sweeping and mopping floors, vacuuming, sanitizing, dusting offices and cleaning bathrooms.
2. Wash and sanitize toilets, sinks and hard surfaces
3. Restock disposables (soap, toilet paper, paper towels, etc)
4. Wipe mirrors and windows.
5. Dispose of recycling and garbage.
6. All other cleaning duties as assigned.

### **Benefits:**

1. Paid time off.
2. Simple IRA with company match.
3. Casual work attire.

The Cleaning Coordinator reports to the Executive Director.

Qualified candidates strive for excellence and efficiency. This is a 12 hour per week position in a professional, fast paced yet casual, friendly environment. Hours are 12:30pm-3:30pm Monday-Thursday.

Learn more about this exciting career opportunity and become part of our team! To apply please send your resume to [director@communityclothescloset.org](mailto:director@communityclothescloset.org)