**Cleaner Position**: 11/2 -2 Hours Daily plus On-Call and Special Projects

*Daily, pre-opening, professional expectations:*

1. Restroom: Sweep and mop M/F bathrooms daily; duties include, but are not limited to: clean sink areas, fill dispensers, replace paper towels, clean toilets and toilet seats, fill tissue and sanitize door handles and faucets.
2. Public water fountain: clean and Sanitize daily.
3. Upstairs office: Sweep floors and desk mats daily; mop twice weekly (at least).
4. Door handles, railings, and open areas must be sanitized each day (desks, tabletops, chairs- any area that may have been touched by a patron) ALL areas (cleaned with sanitizer).
5. Sanitized worktops must be identified after each cleaning (signs will be provided).
6. Full vacuuming of all carpeted floors upstairs, downstairs, and stairwell.
7. Sweep and mop entryways, stairwell, Conderman and Carnegie rooms.
8. Dust and polish all window ledges and tops of bookcases weekly (if necessary, this can be done by staff- damp cloths).
9. Entry hall windows, upstairs and down (Carnegie and Conderman rooms interior): cleaned bi-weekly (at minimum).
10. Radiators, baseboards, and woodwork must be wiped cleaned (wet wash) including supporting posts in upstairs areas: twice monthly.
11. Replacing any light bulbs, trash bags, and notifying appropriate staff of needed replacements of necessary cleaning supplies before they run out, as needed for function and supply inventory to be up-to-date.
12. Cleaning rags: launder weekly (minimally).
13. Clean elevator rug and control buttons daily: inside and out using sanitizing cleaner.
14. Exterior walkways (front steps and sidewalks) sweep daily.
	1. Spring and summer: water flowers, weed, mow, weed-eat.
	2. Fall: rake and clear dead foliage.
	3. Winter: Clear snow (entryways, stairways, sidewalks, and handicapped parking areas), salt all walkways and stairs, as needed.
15. Book drop: Empty book drop and bring bags to main desk daily.
16. Supply closets (downstairs): Maintain cleaning supplies and inventory are housed.
17. Trash: Remove all accumulated trash to the exterior garbage bin daily, replace trash bags as necessary (all trash baskets should be emptied into one receptacle at the end of day by night staff, bathroom baskets included).
18. Areas/objects to be fixed: Notify director and staff of any problem requiring attention/repair immediately (leaky faucets, wobbly chairs, blocked access to open areas, etc.).