

Position: The Cleaning Specialist is responsible for the overall cleaning and sanitation of the Martin-Linsin Hospice Residence, Administration Building, and Counseling & Conference Center. The Cleaning Specialist will maintain the highest level of cleanliness in all buildings in order to promote a safe, sanitary, and comfortable environment.

Salary: **\$18.00 to \$20.00 per hour dependent on experience**

Essential Job Functions/Responsibilities:

- Responsible for all cleaning in and around the Martin-Linsin Residence, Administration and Counseling & Conference Center buildings in accordance with Hospice policies, OSHA standards, and NYS Department of Health requirements
- Cleans floors and rooms including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, shampooing carpets and cleaning windows
- Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, cleaning doors and walls, sweeping and mopping tile floors, and cleaning toilets
- Sanitizes equipment
- Vacuums, empties trash, and replaces liners
- Sets up, stocks, and maintains cleaning equipment and supplies
- Monitors and maintains sanitation and organization of assigned areas
- Maintains strict confidentiality related to patients and patient information
- Performs additional duties as assigned by supervisor

Qualifications:

The Cleaning Specialist shall have the following education and experiences:

- Ability to make meaningful observations and complete brief accurate documentation of service
- Ability to recognize the needs of people and to maintain good relationships
- 1 year previous cleaning experience within a health care setting preferred
- High school diploma or GED preferred, but not required

The Cleaning Specialist shall possess the following personal characteristics: passion for the mission of Hospice, integrity, self-starter, flexibility, reliability, ability to multi-task, detail oriented, excellent interpersonal and problem-solving skills, ability to communicate effectively, and credibility.