

## JOB DESCRIPTION

### JOB TITLE: Carpet Cleaner

Report Identification Code: edmcpcc

**Job Purpose Statement:** The job of "Carpet Cleaner" is done for the purpose of maintaining sanitary, attractive and safe facilities.

### Essential Job Functions:

- \* **Arranges** chairs, desks and other furniture as needed for the purpose of accessing carpet and setting up proper formation of furniture.
- \* **Cleans** carpet mats and carpeted areas for the purpose of maintaining clean, sanitary and attractive environment.
- \* **Communicates** with building staff and co-workers for the purpose of giving and receiving information.
- \* **Maintains** carpet equipment, chemical inventory, and records of cleaning performed for the purpose of having necessary equipment in good working order, product available for work to be done, and knowledge of work performed and to be completed.
- \* **Transports** equipment and cleaning chemicals for the purpose of providing equipment and supplies at job site as required to complete work activity.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### Job Requirements - Qualifications:

- \* **Experience Required:** Job-related experience with increasing levels of responsibility
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* use cleaning agents; supplies and carpet cleaning equipment; use English in both written and verbal form to communicate effectively with staff; make common sense decisions; and perform basic arithmetic functions to calculate accurate dilution of cleaning agents.

*Knowledge of:* methods and use of commercial carpet cleaning materials, equipment, and supplies; and safe work practices.

*Abilities to:* follow oral and written instructions; adhere to safe work practices; work independently with minimal supervision; work cooperatively with others; perform a variety of tasks; plan and manage projects; meet deadlines and schedules; prepare and maintain accurate records; and adjust to flexible assignments; able to work in confined areas.

*Significant physical abilities include* standing/walking for prolonged periods, lifting/carrying/ pushing/pulling, stooping, reaching/ handling, talking/hearing conversations and other sounds, and near/far visual acuity/depth perception.

- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability