

JOB DESCRIPTION



Job Title: **Cleaning Pro**
Department: **Cleaning**
Supervisor: **Lead Pro/Manager**

CheckMark PROS is focused on establishing *Trust*, operating with *Integrity*, and giving *Respect*.

GENERAL JOB DESCRIPTION

The Cleaning Pro performs a variety of cleaning tasks for homeowners and businesses in the community. As a CheckMark Pro, we provide exceptional customer service, using the best materials, tools, methods and technology available to us.

MAJOR DUTIES AND RESPONSIBILITIES

- Competent in general home cleaning
- Use the company software to manage workflow and communication, including photographing work for documentation
- Daily review assigned work orders to prepare what is needed for the day/week
- Independently complete company work orders with exceptional quality and according to the time schedule
- Stage proper equipment and supplies throughout home to increase efficiency
- Notify Lead or Manager of any difficulties or challenges that occur with completing work order
- Maintain proper jobsite, shop, vehicle and tool cleanliness
- Communicate supply needs to Lead Pro or Manager
- Demonstrate personal and jobsite safety requirements

MINOR DUTIES AND RESPONSIBILITIES

- Work efficiently and safely with a desire to continually improve
- Respect clients and their property
- Maintain excellent hygiene and a professional appearance
- Able to receive instruction and work well with subordinates and supervisors

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QUALIFICATIONS FOR CLEANING PRO

Education

- Basic math and English reading skills are required
- General knowledge of cleaning techniques and tool use
- Understanding of sanitation process
- Willingness to learn new skills and to seek out additional knowledge

Experience

- Prior residential/ commercial cleaning experience preferred
- Understanding of natural cleaning products and techniques

KEY COMPETENCIES

- Punctual
- Respectful
- Desire to learn
- Strong work ethic
- Planning and organizing skills

PHYSICAL REQUIREMENTS

- Able to work on hands and knees
- Able to bend/ squat
- Able to reach above head
- Able to move cleaning equipment from vehicle to home and throughout home
- Able to navigate stairs
- Dress appropriately for function, professional appearance and weather requirements

Date _____

CheckMark Pro Name (Print) _____

CheckMark Pro Signature _____

CheckMark Supervisor Name (Print) _____

CheckMark Supervisor Signature _____