

## JOB DESCRIPTION



Job Title: **Cleaning Lead Pro**

Department: **Cleaning**

Supervisor: **Manager**

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

### GENERAL JOB DESCRIPTION

The Cleaning Lead Pro performs a variety of cleaning tasks for homeowners and businesses in the community. As a CheckMark employee, we provide exceptional customer service, using the best materials, tools, methods and technology available to us. Our Lead Pro is also responsible for assisting with the training and follow-up of team members.

### MAJOR DUTIES AND RESPONSIBILITIES

- Competent in advanced-level cleaning techniques; actively researching new tools and processes
- Master the company software to manage team workflow and communication
- Daily review assigned work orders for the entire team and prepare the tools, materials and skills of the team to complete what is needed for the workload
- Supervise the team to complete company work orders with exceptional quality and according to the time schedule
- Be mindful of profitability and look for opportunities to improve
- Notify Manager of any difficulties or challenges that occur with completing work order
- Lead by example and supervise proper jobsite, shop, personal and company vehicles and tool cleanliness
- Supervise supply needs for the team and alert Manager of challenges
- Demonstrate and supervise personal and jobsite safety requirements for the team

### MINOR DUTIES AND RESPONSIBILITIES

- Supervise the team to work efficiently and safely with an expectation to continually improve
- Demonstrate and supervise the respect of client's and their property
- Demonstrate and supervise excellent hygiene and a professional appearance
- Give and receive excellent instruction and work well with subordinates and Manager

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### QUALIFICATIONS FOR CLEANING LEAD PRO

#### *Education*

Advanced math and english skills related to mixing of chemicals used for cleaning required  
Advanced verbal communication skills are required  
Advanced knowledge of cleaning techniques and tool use  
Advanced knowledge of sanitation process  
Advanced knowledge of natural cleaning products and techniques  
Willingness to learn new skills and to seek out additional knowledge

#### *Experience*

2 years residential/ commercial cleaning experience

### KEY COMPETENCIES

Punctual  
Respectful  
Desire to learn and ability to teach  
Exceptional work ethic  
Advanced planning and organizing skills  
Supervisory skills  
Conflict resolution 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 \_\_\_\_\_