

# Sample Job Posting

## Evening Office Cleaner Needed

Top Notch Cleaning has been in business for over 10 years, employs over 20 full and part time cleaners. We take pride in the team that we've built over the last decade by recognizing that our service is only as good as the members of our team.

At Top Notch, our goal is to help you find a position that provides you and your family an opportunity to make an income and be part of a team that values your contribution.

We're on the lookout for a new cleaning professional for a position we have in an office building close to Xavier University here in Cincinnati. This position offers three nightly shifts between 6 pm - 11 pm. This part time employee position pays \$13.50/hour.

While this position alone would not qualify for benefits, Top Notch does offer health coverage for employees that work more than 30 hours / week. We promote from within, so if you're interested in working with us please review the responsibilities and requirements to see if this job would be a fit for you as much as it would be for us.

### Responsibilities

- Cleaning of common areas including but not limited to hallways, common areas, public bathrooms.
- Cleaning duties to include, but not limited to, dusting, sweeping, vacuuming, mopping, etc.
- Communicating with team members pro-actively should any aspect of your cleaning not be completed.
- Following all health and safety regulations provided

### Requirements

- Must be able to successfully pass a criminal background check.
- Own or have access to reliable transportation.
- Speak and understand English
- Own a cell phone (preferably a smartphone) that allows you to be contacted reliably.
- Comfortably lift 40 lbs without risk of injury.
- Be available to 10 hours / week.