

Vischer Ferry Fire District

Cleaning Position

The Cleaning person shall report to and be under the supervision of the Commissioner assigned to each station, and the Board Chairman.

Compensation to be determined at January Board Organizational Meeting.

Daily:

Keep log of all work completed. Coordinate with appropriate Board member of any needs or issues in each station. Coordinate with Administrator any Hall rentals for that week to determine cleaning schedule for Hall that week.

Weekly:

Sweep/Mop all tile floors, vacuum any carpeted areas.

Remove trash and waste from all areas and put in dumpster (stat 3 trash needs to go to stat1, or stat2 dumpster)

Clean all restrooms

Clean kitchen including stove, oven, grills, sinks and countertops.

Clean window sills, baseboards, and door kick plates

Coordinate day of week to work with cleaning person on jobs that require two people to complete

Monthly:

Clean all interior and exterior lighting fixtures, report any problems to appropriate board member.

Burnish tiled floors in all 3 stations

Dust ceilings, walls, tables, desks, countertops, and surfaces in all rooms

Semi-annually:

Strip and wax all tiled floors all 3 stations