

Shelter Cleaner Job Description

Start Me Up Niagara (SMUN) takes a person-centered approach, ensuring to treat each participant as an individual who is capable and has the right to make their own decision, determine the pace at which they will make and act on those decisions, and define success for themselves.

Staff are expected and encouraged to deliver programs and assistance within a model of service that is welcoming, promotes inclusivity, which means all staff are likely to find themselves assisting participants with tasks that are not directly related to the program in which they have been hired to work.

Job Description – Overnight Shelter Cleaner - This position reports to the Shelter Coordinator and Executive Director at Start Me Up Niagara.

Duties & Responsibilities:

SPECIFIC

RED ZONE - area just inside main entrance

Clean with disinfectant cleanser

-inside & outside doors

-switches

-wall splashes

-portable sink

-tables & chairs

-windex the plexiglass

-file cabinets

-hand pumps

Spray with sanitizer all surfaces after cleansing

ISOLATION SPACE - to right of reception area

Clean with disinfectant cleanser

-all surfaces

Spray with sanitizer all surfaces after cleansing

PILLOWS - on the stage

Clean with disinfectant cleanser

-spray, careful not to leave wet

-leave arranged on the stage

Spray with sanitizer all surfaces after cleansing

MATS - stacked

Clean with disinfectant cleanser

-use warm water with cleanser and soft cloth

-try to leave time for mats to dry thoroughly

Spray with sanitizer all surfaces after cleansing

FLOORS - gym wooden floor

Clean with disinfectant cleanser

-sweep thoroughly and wash changing bucket 2 or 3 times

-be careful with wet floor and try not to walk on wet surface

-arrange mats and chairs once floor is dry

CHAIRS - throughout the gym

-wipe surface with close attention to back of chair

Spray with sanitizer all surfaces after cleansing

RUGS - at each entrance 3 in the gym

-use wet vac to clean daily

-be certain they are flat and not fraying

WASHROOMS

Clean with disinfectant cleanser

-sweep all floor surface, with close attention behind toilets

-scrub down all cubicle walls and surfaces both inside and out

-wipe the counter, sinks and windex the mirrors

-check the walls for splatters and splashes

-wash floors using the blue mop and bucket

Spray with sanitizer all surfaces after cleansing

HALLWAY - between washrooms and kitchen

Clean with disinfectant cleanser

-walls, counter and visible splashes

-windex the alarm door window and window to gym door

Spray with sanitizer all surfaces after cleansing

KITCHEN - all areas

Clean with disinfectant cleanser

-counters, tables, chairs

-handles, drawer pulls and fridge

-wipe out sink

-sweep floor and wash using blue bucket

Spray with sanitizer all surfaces after cleansing

OUTSIDE - around the whole perimeter of the church

-remove all visible garbage

-sweep up butts outside the entranceway

-empty garbage into large bin

-double check in front of the church steps and west side of church

Remove all garbage and dispose in large bin.

All recyclable materials to be left at the door

Secure the building by ensuring all doors are locked, lights and furnace switches are off, fire door is shut and all guests have left the premises