

FORT TICONDEROGA AMERICA'S FORT

Seasonal Cleaner Status: Temporary Seasonal Position

PRIMARY PURPOSE OF POSITION

Cleaners are responsible for cleaning the Log House and Fort areas. Cleaners are expected to be cheerful, friendly and welcoming to the guests and staff. The highest priority of the cleaner is to provide a sanitary and safe environment with an extra emphasis on clean restrooms and maintaining the appearance of the front and sides of these two main buildings. Fort Ticonderoga is an independently owned non-profit and your work serves the mission of the Fort!

STANDARDS: Maintain a positive, enthusiastic outlook; smile and greet guests, employees, managers, and supervisors; show respect for and cooperate at all times with those for whom and with whom you work; report to work as scheduled and on time; meet appearance standards; perform assigned tasks accurately and on time.

RELATIONSHIPS

- ❖ This person reports to the Maintenance Foreman.
- ❖ This person works closely with the Café Supervisor, Museum Store Supervisor and Guest Services and must be willing to work, as needed, in all areas of Fort Ticonderoga.
- ❖ Efficient work by a small department that shares equipment and workspace **requires** a spirit of positive cooperation with co-workers.
- ❖ This person must also be able to work efficiently on an independent basis.

RESPONSIBILITIES

- ❖ Thoroughly clean all bathrooms.
- ❖ Check paper towels, toiletries, soap and bathrooms daily, morning and afternoon.
- ❖ Fill brochure racks, if necessary.
- ❖ Sweep and mop every morning before opening.
- ❖ Sweep down any stairs to the 1st floor in late morning/afternoon when it is slow.
- ❖ Maintain equipment such as outside vending machines to avoid unnecessary repairs and write down water number each morning for your supervisor.
- ❖ Empty all garbage containers inside and out.
- ❖ Water and tend to all flower boxes; maintain weeds around cement.
- ❖ Wash all windows on a bi-weekly basis. .
- ❖ Dust ceiling fans and all other surfaces that collect particles weekly.
- ❖ Pay special attention to maintaining Guest Service areas.

- ❖ Promptly clean messes as they arise.
- ❖ Report material and supply needs to your supervisor as necessary.
- ❖ Carry delivery/inventory boxes for staff as necessary.
- ❖ Help staff close windows and doors at the end of the day and return keys to their proper location.
- ❖ Other duties as assigned.

PHYSICAL EFFORT

Cleaning activities require effort and may be strenuous. The various duties require the ability to endure heat, cold and rain. There are activities that require bending, squatting, extensive stair climbing, moving inventory and equipment, lifting and grasping. Must be able to lift 50 lbs., able to stand and walk for an extended period (up to 4 hours) and must have manual dexterity to perform job duties.

VISUAL ATTENTION, MENTAL CONCENTRATION and MANIPULATIVE SKILLS

Most of the work performed requires concentration to ensure accuracy in completing assignments correctly the first time. Also expected is the capability to carry out more than one task at a time and the ability to assist with projects as needed.

SAFETY FOR OTHERS

The Cleaner should understand the safety procedures for all equipment and supplies used. Every effort should be taken to ensure proper operation of equipment and supplies. The individual employee must be aware of potential hazards to visitors at all times. This employee assists with the safety responsibilities for this section

GOALS

- ❖ Deliver high quality service and product
- ❖ Safe, careful and precise delivery of product and service
- ❖ Build strong, positive relationship with everyone you serve
- ❖ Be fully present, fully aware, fully available for those you serve
- ❖ Be a valuable, positive contributor to the team
- ❖ Respond to change and adversity positively and productively
- ❖ Proactively initiate positive change
- ❖ Wise use of time, money, materials, collections and land.
- ❖ To serve Fort Ticonderoga's mission in all of your work

SCHEDULE

Must be flexible, able to work weekends and some evening shifts may be required.

January 14, 2014