



TETHEROW

BEND OREGON

POSITION DESCRIPTION

Position	Public Space Cleaning Attendant
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Reports To	Housekeeping Manager
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Position Purpose	The purpose of this position is to maintain the buildings in a neat and clean appearance.
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Essential Functions

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- **Offices** Dust all items including shutters, pictures, plants etc., dump all trash containers and clean copy room floor. Clean desks, counters, phones, door knobs and door windows. Sweep and vacuum all carpet and entry way to golf shop. Clean and water entrance plants. Clean furniture and floor in entrance area.
- **Restrooms and Member Locker Rooms** Clean and sanitize all toilets, seats, urinals and sanitary disposal units. Clean and disinfect sinks and counter tops, wipe down mirrors, door knobs, walls and stalls. Sweep and dust locker rooms and wipe down seats. Dump trash and change bags, wipe down odor dispenser. Polish all dispensers, product, paper, faucets and flush valves. Fill toilet paper, paper towels and hand soaps. Check and replace burned out light bulbs. Fill feminine dispensers. Sweep and mop with disinfectant agent all tiled areas, and vacuum carpeted areas. Polish and clean water fountain. Dump all trash containers and wipe down counters, wash entrance doors, clean and polish handles. Strip and wax restroom floors once a month and apply wax sealer. Clean vents once a month.
- **Outside Areas** Dump all trash containers and change bags. Wipe down containers and remove cigarette and trash from sand ash tray tops. Check and replace any burned out light bulbs around clubhouse buildings. Pick up visible trash and remove shoe marks from pillars and walls around public telephone areas. Sweep and clean all carpet and outside mats. Clean and polish all door knobs and brass plates on outside of doors. Clean glass on all entry/exit doors.

Physical Requirements:

- Must be able to lift up to 50 lbs.
- Extensive bending, turning, stooping, kneeling and climbing.
- Must be able to work both indoors and outside.
- Some exposure to fumes from chemical cleaning supplies.