

Floor/Janitorial (2 FT & 3 PT positions available)

Top Notch Commercial Cleaning & Landscape

Main office in Chico - Worksites in Red Bluff & Corning



Commercial Cleaner for housekeeping in Tehama County
(hour and days will vary)

Wage: \$12/hr. to \$14 per hour

Days/Hours: Full-time and Part-time positions available

Candidates will be responsible for performing commercial cleaning of the healthcare facility and creating customer retention by consistently providing quality service.

Job Duties:

- Utilize the cleaning checklist to perform all tasks to the standards established by Top Notch Cleaning tasks include:
 - Dust furniture, equipment, partitions, walls, etc.
 - Clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, breakrooms, and/or kitchens
 - Replenish supplies in restrooms, breakrooms, and kitchen
 - Sweep, mop, vacuum, and/or hand scrub floors using brooms, mops and vacuum cleaners
 - Empty trash cans and recyclables into disposal areas
 - Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Identify potential safety or maintenance issues and communicate them to Manager in a timely manner
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

Qualified candidates:

- Must have excellent verbal and written communication skills
- Must be detail oriented – pay attention to details at each customer’s location, with extra attention to special requests
- Must be friendly and professional – able to deal with customers when they are on-site while cleaning is being performed
- Must be a self-starter – able to identify work that needs to be done and do it without being instructed to do so and work independently

Additional Information:

Deadline to Apply: ASAP – Open until filled

To Apply:

Submit a completed standard application and job questionnaire to a JTC Staff person.

The Job Training Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Date: Posted 1/11/2019 A proud partner of America’s Job Center of CaliforniaSM network.

Standard Employment Application

An Equal Opportunity Employer

Name (Last, First, MI) _____

Address _____ City _____ State _____ Zip _____ Phone _____

Position applying for: _____ Have you ever applied to or worked for _____ before? Yes No

Company Name _____

If yes, when? _____ Do you have any friends or relatives working for _____ Yes No

Company Name _____

If yes, state name and relationship: _____

Name

Relationship

-If hired, would you have a reliable means of transportation to and from work? Yes No

-Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

-Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and/or agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, morale, or if doing so could create conflicts of interest.

Education, Training and Experience

	School Name	City	State	Number of Yrs. Completed/Degree Earned	Did You Graduate?
High School					
College/University					
Vocational School					

Business References

List below three persons not related to you who have knowledge of your work performance within the last three years

Name	Occupation	Phone Number	Relationship	No. of Years Acquainted

Date _____

Job Application Questionnaire

Employer (if listed) _____

Job Title _____

Contact Information

Full Name: _____

First

Last

M.I.

Primary Phone: () _____ Alternate Phone: () _____

Questionnaire

Do you meet all of the qualifications listed on this job flyer? Yes No

Are you bilingual in any languages? Yes No If yes, please list:

Do you have a current CA Food Handlers Certificate? Yes No

Do you have reliable transportation? Yes No

Why are you interested in this specific position?

What 3 strengths have helped you succeed in previous positions and how did these skills help the business?

1. _____
2. _____
3. _____

Please describe a difficult customer or co-worker experience you've had. What did you do in this experience and what was the outcome?

In your opinion, what are the 3 most important skills needed in this position?

1. _____
2. _____
3. _____

Are there any areas of this position you feel you'd need training? If so, please list.

Please describe a situation where you provided excellent customer service.

Please list the hours you are available to work during the next 6 months (example 7:00am – 4:00pm).

M	T	W	Th	F	Sa	Su

Thank you for your interest in this position, please submit your application materials including this questionnaire to a Career Center Staff Person.