

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Cleaner (Part-Time)
Salary:	\$13.55 - \$15.58 per hour
Bureau/Division:	Administration/Facilities
Period:	April 7, 2015 – April 21, 2015

JOB DESCRIPTION

The Office of the Comptroller seeks to hire a part-time Cleaner who will be responsible for the daily cleaning of offices and conference rooms located throughout the agency. Cleaner needs to display attention to detail, provide courteous customer service and ability to discreetly clean offices and areas without interrupting staff. Cleaner will work up to 28 hours per week.

Duties and responsibilities of the Cleaner include, but are not limited to the following:

- Provide detailed dusting and cleaning of offices, including all desk and table surfaces, window sills, computers; includes vacuuming all offices;
 - Provide dusting and cleaning of all conference room tables including polishing of wood surfaces and cleaning glass surfaces;
 - Provide cleaning and disinfecting of countertops and sinks located within assigned pantry areas; including wiping and disinfecting of surfaces such as the refrigerator door handles and microwave doors;
 - Advise facility manager of any conditions that may need additional attention such as carpet stains or broken chairs, etc. and/or convey any messages staff may have for Facilities Unit and/or advise staff to contact Facility Manager;
 - Perform other related duties and assignments; may be required to work shifts including nights, weekends, and holidays.
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QUALIFICATION REQUIREMENTS / PREFERRED SKILLS:

- Previous cleaning experience working in an office environment;
 - Ability to work independently;
 - Displays a positive and helpful attitude;
 - Meticulous attention to detail.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: April 7, 2015	POST UNTIL: April 21, 2015	JVN: 015/015/060
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The NYC Comptroller's Office is an Equal Opportunity Employer