



National Youth Science Foundation

Inspiring Lifelong Engagement and Ethical Leadership in STEM

Position Description

Revision: March 27, 2017

Position: Cleaner

Location: National Youth Science Center – Research and Education Center
494 RiverStone Road, Davis, WV 26260

Reporting Relationship: Executive Director or representative

Classification: Part-time (expected 8-16 hours per week), Nonexempt

General Summary:

This staff person is responsible for cleaning at the National Youth Science Center (NYSCenter) – Research and Education Center.

Qualifications and Requirements:

- High school diploma or equivalent.
- Reliable transportation to and from the NYSCenter as necessary.
- Ability to lift 40 pounds to four feet above the ground.

Essential Functions and Responsibilities:

The cleaner will:

- Clean common areas (weekly)
- Empty trash receptacles throughout the building (weekly)
- Clean bathrooms and replenish stocks of toilet paper, soap, etc. (weekly)
- Dust the entryway (bi-weekly)
- Clean the conference area public restrooms before and after a scheduled event
- Sweep the stairwells (monthly or as needed)
- Inspect and clean the executive conference room (as needed when not in use)
- Coordinate with tenants to ensure that cleaning needs are met sufficiently
- Maintain stock levels of cleaning supplies. Notify the executive director or representative when stocks run low.
- Immediately notify the executive director or representative of any maintenance or safety concerns.

Other cleaning duties as needed and assigned.

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