
Cleaning Specialist (Lead)

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 27 Jun 2013

Revision Date: 20 Nov 2019

Job Summary:

The Cleaning Specialist Lead will assist in leading all other cleaning specialists towards the goals of Spaulding Clinical. Cleaning Specialists keep our facility clean, sanitary, and well maintained in keeping with federal, state, and local health codes and regulations. They are the workers responsible for the upkeep and cleaning of our facility.

Essential Duties and Responsibilities:

- Assist and support the Director of Facilities
- Take inventory of stock to ensure adequate supplies on a regular basis and reorder as needed
- Responsible for ensuring all cleaning specialists are fully trained
- Responsible for verifying all housekeeping duties are being completed timely, accurately, effectively, and efficiently
- Maintain the communication between the Director of Facilities and all cleaning specialists
- Responsible for supporting all policies, goals, objectives, and the mission of Spaulding Clinical
- Ensure clean, orderly, and attractive spaces throughout Spaulding Clinical
- Examine rooms, halls, and lobbies on a regular basis to determine if there is a need for repairs or replacement of furniture or equipment, and will make recommendations to management
- Responsible for supplying fresh linens and keeping bathrooms, floors, and other surfaces clean and sanitary in subject rooms
- Responsible for emptying waste containers and receptacles from all areas of the facility and disposing of all waste, recyclables, and medical waste according to policies and procedures
- Keep abreast of all SOPs, Good Clinical Practice (GCP) and ICH guidelines, state and national laws, and ethical standards
- Follow all company safety and security policies and procedures
- Will report any maintenance problems, safety hazards, accidents, or injuries.
- Complete safety training and certifications required.

- Properly store all flammable materials.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language
 - Leadership skills that promote a goal oriented positive work environment
 - Willingness to learn and understand
 - General computer knowledge with basic skills in Microsoft Word, Excel, and the internet are preferred
 - Ability to perform all essential duties and responsibilities in a safe, ethical manner.
 - Reliable and well organized
 - Enthusiastic, professional, and positive work attitude
 - Ability to comprehend company and facility guidelines for equipment decontamination and verification procedures.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High School diploma or GED required.
- Minimum of 2 years experience in floor care and housekeeping.
- Previous customer service experience, preferably in an industrial or service industry

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- Excellent communication and customer service skills required
 - Previous leadership experience preferred
 - Basic Life Support (BLS) certification preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature