



Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

**Janitorial Cleaning Technician:**

The Janitorial Cleaning Technician is responsible for cleaning and tidying the premises and ensuring that the spaces are prepared for next-day operations. Some of the cleaning technician's responsibilities are:

Cleaning mop and vacuuming the main entrances, theaters, office area, and hallways. Clean and sanitize all public areas, restroom facilities, and fixtures, and replenish supplies in the restrooms. Sweep, vacuum, and mop theatre areas and sanitize seats and equipment. Clean and maintain entrances and exits areas. Empty, clean, and sanitize waste receptacles. Perform related duties and responsibilities as required and report major damages. Our onboarding process consists of the following steps:

Prior to Start:

- Confirm all new hire paperwork is complete BEFORE STARTING.
- Review job descriptions/duties and discuss dress code.
- Review work schedules/hours and confirm the start date.
- Prepare work area to ensure equipment and supplies are ready
- Confirm receipt of Ehub login information and review how to clock in/out.
- Review safety and security policies/Slip Resistant Shoes/Storm Drain Program (if applicable)

Day One:

- Review clock in/out process and ensure the ability to complete in Ehub.
- Review schedule and hours
- Discuss break and meal policies.
- Conduct general job orientation and tour work area.
- Assign employee to a work buddy to job shadow.
- Review ethics and code of conduct.
- Show employee how to find handbook location in Ehub and answer any questions
- Assign keys/codes as needed and train on proper use.
- Help them set up cleaning equipment and review proper use and maintenance.
- Start training program:
  - 1) Internal → Training on-site, with area supervisor. Procedures and techniques for cleaning different areas. Maintenance of equipment. Safety.
  - 2) External → CleanCheck Training System from Spartan. HR will create a user and will send to the employee the credentials and all the login information. The employee will need to complete the following courses:
    - Carpet Care
    - Food Processing Sanitation
    - Hard floor care
    - Restroom Care
    - Kitchen Sanitation
    - OSHA GHS HAZCOM
    - Pandemic Disinfection
    - Employee Personal Workspace Cleaning
    - The ABC's of Cleaning Chemistry.



Week One:

- Give employee initial work assignments.
- Touch base daily to ensure they are settling in.
- Review employee evaluations and set goals with them.
- Check that assigned equipment functions properly and they understand usage and maintenance
- Ensure employee has met other team members.

Month One:

- Continue to provide regular feedback on work.
- Review past work and any upcoming changes
- Ensure employee is progressing.
- Check that employee payroll is running smoothly

After 3 months:

- Schedule an informal performance review.
- Review past work with the employee
- Set performance goals
- Give and ask for feedback
- Check progress on training.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_