

Job Description

Post: Janitorial Service

Job Purpose: To perform a variety of maintenance and cleaning tasks to keep the buildings looking perfect. To work well in this role, you should have basic maintenance knowledge around building repairs and some experience cleaning.

Location: NALWDB office, 525 Camino de los Marquez Santa Fe, NM 87505 Suite 250

Hours: Weekdays after office hours

Salary: Paid biweekly upon invoice at will contract

Responsibilities:

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum carpets and entry mats daily
- Ensure doors are locked after hours.
- Clean up spills with appropriate equipment.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Dust tables and shelves
- Clean chalkboards and whiteboards
- Clean glass windows

To apply contact:

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Procurement Manager
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*Accepting bids until December 19, 2019 at 5pm
(must be received via mail, email, or hand delivered)*