

Job title	Office Sanitizer
Reports to	Business Unit Leader

Job purpose

The Office Sanitizer is responsible for the regular sanitization of office trailers including but not limited to wiping all high touch surfaces such as tables, doors, knobs, walls, kitchens, appliances, counters, and coffee makers, towel dispensers, etc.

Duties and responsibilities

Projects

- Ensures compliance with all Sullivan policies and procedures
- Tidies work stations, wipes down high touch surfaces, sanitizes hard surface chairs, etc.
- Sweeps and mops trailer floors at least once daily and throughout the day if required
- Organizes and maintains janitor room
- Sanitizes the interior of refrigerators and restock with bottled water throughout the day
- Maintains cleanliness of all washrooms and restock consumables such as hand soap, towels, toilet paper, etc.
- Sanitizes washrooms a minimum of twice daily
- Replaces garbage bags, recycling bags and compost bags daily and disposes of in domestic waste bins
- Refills sanitizing dispensers and surface sanitizer
- Keeps a daily log of all work and keeps it accessible to the project team
- Keeps a log of all cleaning supplies, sanitizing supplies, water, and personal protective equipment
- Notifies Supervisor when material is required
- Performs other duties as required

Safety

- Adheres to all safety procedures and regulatory compliance

Quality

- Adheres to all processes and procedure in the Quality Management System (QMS)
- Ensures the quality of product produced reflects the QMS and The Sullivan Way

Travel requirements

The Office Sanitizer will be required to travel to assigned project sites and/or temporary project sites.

Supervisory requirements

Not applicable.

Security clearance requirements

The Office Sanitizer must be able to obtain and maintain a CNL security clearance.

	Title	Date
Approved by:	Chris McMahon	2020-12-11
Annually reviewed by:		