



<b>Position Title</b>	Janitorial/Cleaning Position
<b>Position Location</b>	Collins Pine Office, Builders Supply, Collins Museum Chester, California
<b>Position Description</b>	This position is responsible for cleaning the Collins Pine office and the Collins Museum once a week and for cleaning Builders Supply store on Wednesday night and once on the weekend.
<b>Position Responsibilities</b>	<ul style="list-style-type: none"><li>• Dusting</li><li>• Vacuuming Carpets</li><li>• Mopping Floors</li><li>• Emptying trash cans</li><li>• Emptying Recycling Bins</li><li>• Dishes if needed</li><li>• Bathrooms</li><li>• Kitchen (sinks, microwave)</li><li>• Cleaning front glass doors</li><li>• Sweeping front sidewalk if needed</li><li>• Cobwebs if needed</li><li>• Stock toilet paper in bathroom</li><li>• Stock paper towels in kitchen</li></ul> <p><u>ONCE A YEAR – SPRING CLEANING</u> Window Washing Blinds Cleaned Oil front office paneling Buff/Wax Floors</p>
<b>Position Requirements</b>	<ul style="list-style-type: none"><li>• Prior Commercial Cleaning Experience</li><li>• Self Motivated</li><li>• Trustworthy and Professional</li><li>• Dependable</li></ul>
<b>Salary</b>	\$ Please submit monthly bid
<b>Resume Closing Date</b>	Until Filled
<b>Send Resume To</b>	Janice White PO Box 796, Chester, CA 96020 (530) 258-4412 <i>offclean@collinsco.com</i>

This bulletin is intended as a communication device.  
This bulletin reflects a generalization of information and may not reflect all aspects of this position.

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All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact Human Resources at 503.826.5230 or [CollinsHR@collinsco.com](mailto:CollinsHR@collinsco.com).