Populist
Cleaning Co

making life better through quality partnering

Position Profile- Account Site Lead

Reports to: Account Manager

Skills and Competencies:

- Strong verbal and written communication skills.
- Consistently dependable, demonstrating reliability in both attendance and task completion.
- Ability to follow direction accurately and effectively.
- Detail-oriented and attentive to customer-specific needs.
- Professional and customer-friendly demeanor.
- Ability to work well as part of a team.
- Self-motivated and able to identify tasks without supervision.
- Willingness to learn and take on additional responsibilities.
- Strong reasoning and practical problem-solving skills.
- Commitment to high-quality service and creating a positive customer experience.
- Cross-trained in multiple locations, environments, and equipment.
- Ability to lead by example.

Common tasks include but are not limited to:

- Dust vertical and horizontal surfaces.
- Clean and disinfect surfaces and fixtures.
- Replenish supplies such as paper towels and toilet paper.
- Sweep, mop, vacuum, and/or scrub floors using standard cleaning tools and mechanical equipment.
- Empty, reline, and dispose of trash and recyclables.
- Operate cleaning equipment safely and effectively.
- Identify and report maintenance or safety concerns.
- Complete required documentation such as communication logs, checklists, and paperwork.
- Follow all cleaning procedures using only approved Populist chemicals and methods.
- Lock and secure assigned customer locations upon completion of duties, including arming/disarming alarms as required.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.
- Use the timekeeping system to accurately record work hours.
- Train staff on Populist cleaning methods, procedures, and policies.
- Supports the Manager as a point of contact for customer interactions.
- Assists with administrative duties and site inspections.
- Supports the Manager in addressing employee needs and concerns.
- Assesses site requirements, including service quality and operational efficiency.

Education, Certifications and/or Experience:

- High School Diploma preferred.
- Valid Driver's License.

Work Environment:

- Ability to walk, stand, climb, bend, kneel, push, pull, and lift/move up to 50 lbs.
- Frequent repetitive motion (bending, lifting, arm movement).
- Travel to multiple buildings may be required.