EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Porter</td>
<td>17505</td>
<td>12/19/2019</td>
<td>Santa Clara</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEek</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 - 40</td>
<td>$16 - $DOE</td>
<td>Monday-Friday</td>
<td>9am-5PM</td>
</tr>
</tbody>
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REQUARED FOR POSITON
Drug Screen, Background Check

REQUIRED EDUCATION
None

JOB DESCRIPTION
Position with a High Tech company in Santa Clara. There is opportunity for growth!!!

- Dusting desks, chairs, counters, blinds and furniture
- Clean lobby, reception or any other assigned area
- Dusted
- Vacuuming
- Spot cleaning
- Refilling supplies and dispensers
- Empty wastebaskets & recycling bins
- Mop floors
- Wipe down tables and chairs
- Assist custodial staff for special projects and or Performs any open job for which coverage is necessary due to departmental absences
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Clean using appropriate methods, equipment and chemicals

*** MUST BE ABLE TO PASS BACKGROUND CHECK ***

3 TO 5 KEY SKILL SETS REQUIRED
- General Office Cleaning skills
- General light changing
- Must speak English
- Driver's license preferred
- Must be able to lift up to 25lbs
- Working Monday-Friday as a flexible Day Porter
- High School or equivalent, normally one year of experience in janitorial cleaning
- Must possess a valid driver's license that meet the California Vehicle Code
- Must be computer literate to the extent required to perform the job functions and proper recording and documentation of maintenance records

*** MUST BE ABLE TO PASS BACKGROUND CHECK ***