



Safe and Welcome | Clean and Comfortable

## Clean Team Job Description

The Clean Team seeks to improve the atmosphere in Downtown Olympia by focusing their energy on making daily improvements to the cleanliness of the core, and by bringing positivity and a solutions-based approach to their daily work.

### Duties

- Report to Team Lead
  - Services/work orders
  - Stakeholder communication
  - Scheduling
  - Personnel matters
- Adhere to all CRC policies and procedures
- Arrive to work on time; take breaks/lunches as scheduled
- Communicate any schedule deviations to via established procedure
- Conduct daily litter patrol throughout entire zone
- Collect program data as directed by Program Manager
- Complete work orders in a timely manner
  - Maintain a work order schedule
  - Communicate to stakeholders about the status of their ticket
- Monitor sidewalks and storefronts daily for graffiti, posters, stickers, and any other issue requiring Clean Team attention, and submit work orders accordingly

### Responsibilities

- Represent the program in a friendly and positive manner. This may include occasionally providing simple directions and assistance to Downtown shoppers, visitors, and employees
- Develop and continually improve data tracking system in order to refine Clean Team work plan
- Enhance and improve the general atmosphere of Downtown, including increasing communication and engagement with stakeholders
- Develop and maintain relationships with stakeholders
- Assist with other duties as assigned by Team Lead and/or Program Manager