

WESTLAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CLEANER	File 402
Reports to:	Building Principal, Head Custodian, Assistant Custodian and/or assigned supervisor	
Job Objective:	Performs general housekeeping duties.	
Minimum Qualifications:	· High school diploma. Work skills substantiated by training and/or relevant work experience. · An acceptable score on a pre-employment skill test may be required. · Ability to perform physically demanding work that includes lifting and/or moving heavy items. · Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly. · Complies with drug-free workplace rules, board policies and administrative guidelines/procedures. · Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. · Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. · Maintains a record free of criminal violations that would prohibit public school employment. · Meets all mandated health screening requirements. · Respects privacy and maintains the confidentiality of privileged information.	
Essential Functions:	Performs housekeeping duties to protect/preserve buildings, equipment and furnishings. · Works effectively with limited supervision. Performs tasks efficiently to meet deadlines. Secures subs as needed. · Checks daily schedule to find out if a school activity requires preparation or clean up. · Anticipates and replenishes consumable supplies to avoid work schedule interruptions. · Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners. · Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists. · Reads/complies with Material Safety Data Sheet (MSDS) information. Ensures that supplies are labeled/stored properly. Participates in occupational safety/health training as directed. · Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports to a supervisor personal injuries that require treatment. · Keeps administrators/supervisors informed about emerging issues. Reports problems/unsafe conditions (e.g., leaks, noises, structural defects, unusual odors, etc.). · Places misplaced items in the lost and found storage area. · Assists with the pick-up and delivery of equipment, materials and other supplies as directed. · Operates snow removal equipment as directed. · Reports traffic citations, accidents, or property damage that occur. · Anticipates fire, health and safety inspections. Maintains clear routes for emergency egress. · Protects district property. Helps uphold security procedures. Helps ensure that the building and work equipment is secured at the end of the shift. · Assists rental groups as directed. Directs visitors to the office.	
General Duties:	Exemplifies professionalism and fosters goodwill to enhance the district's public image. · Contributes to an effective and positive work/learning environment. Completes all assigned duties. · Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team. · Maintains a professional appearance. Wears work attire appropriate for the position. · Maintains an acceptable attendance record and is punctual. · Strives to develop rapport and serve as a positive role model for others. · Supports community participation in school-sponsored activities. · Takes the initiative to perform routine tasks independently. Maintains open/effective communications. · Prepares/maintains accurate records. Submits required paperwork on time. · Provides prompt notification of personal delays or absences. · Refers district policy interpretation questions to appropriate administrator(s). · Seeks clarification when expectations are unclear. · Uses active listening and problem-solving techniques to resolve questions/concerns tactfully. · Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.	

Pursues opportunities to enhance professional performance.

- Attends meetings/in-service programs as directed.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

Takes precautions to ensure safety.

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Upholds the student conduct code. Maintains high expectations for appropriate student behavior.
- Watches for situations that may indicate a problem. Helps supervisors manage/eliminate risks.

Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or prolonged standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Westlake City School District.

The Westlake City School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

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