

**BROOKLYN CITY SCHOOLS
JOB DESCRIPTION**

Title: Cleaner

Qualifications:

- High School education or equivalent.
- Knowledge of housekeeping procedures.
- Ability to work with reasonable speed in performing duties.
- Ability to deal tactfully with supervisors, associates, teachers, students and parents.
- Good health.
- Ability to follow written and oral instruction.
- Must be trustworthy and act as guardian of school property, equipment and supplies while on or off duty.
- Works to promote and maintain good relations between the school and the community.

Reports to: Supervisor of Support Services/Business Manager

Job Function: To provide students with a clean and attractive environment in which to learn (assigned section).

Duties and Responsibilities

- A. Responsible for cleaning classrooms, offices and other areas of the building per frequency chart as assigned by Supervisor of Support Services/Business Manager.
- B. Sweeps and mops all resilient floors.
- C. Vacuum carpeting to promote carpet life and cleanliness.
- D. Spot cleans carpeting to prevent soiling.
- E. Aligns furniture in an organized fashion.
- F. Cleans chalkboards and white boards in preparation for the next day's activity (no smartboards).
- G. Cleans erasers in preparation for the next day's activity.
- H. Empties trash containers and sanitizes.
- I. Empty pencil sharpeners in preparation for the next day's activity.
- J. Cleans all graffiti from restroom partitions.
- K. Cleans showcase outside classroom as needed.
- L. Cleans and disinfects all water fountains.
- M. Cleans and removes all tape from classrooms, office and entrance doors.
- N. Washes and cleans desks and tables.

- O. Washes and cleans student desks, sinks and counters in the elementary school.
- P. Washes and cleans seats as needed.
- Q. Cleans all graffiti from walls and doors.
- R. Reports all needed repairs that require the maintenance department (maintenance requests).
- S. Cleans and disinfects restroom fixtures and floors.
- T. Fills toilet paper dispensers to ensure adequate supplies for next day usage.
- U. Fills paper towel dispensers to ensure adequate supplies for next day usage.
- V. Fills soap and hand sanitizer dispensers to ensure adequate supplies for next day usage.
- W. Maintains custodial closet for cleanliness and organization.
- X. Removes all graffiti from desks and table tops.
- Y. Secures assigned section.
- Z. Secure building.
- AA. Dusts horizontal surfaces.
- BB. Dusts vertical surfaces.
- CC. Inspects equipment to ensure safety and proper functioning.
- DD. Thoroughly cleans trash containers as needed.
- EE. Thoroughly cleans interior windows.
- FF. Works to establish and maintain good relations between the school and the community.
- GG. Follow all health and safety regulations.
- HH. Performs such other functions as directed by his/her supervisor.

TERMS OF EMPLOYMENT: Hourly schedule; salary established by the Board.