

APPENDIX A – CLEANER POSITION DESCRIPTION

Title: Cleaner

Department: Operations

Reports To: Assigned Administrator and/or building custodian

Salary Grade: Per negotiated agreement

Date: August 1, 2009

JOB SUMMARY:

The job of Cleaner is to provide general cleaning services; and maintaining an attractive, sanitary and safe facility for students, staff and the public.

ESSENTIAL JOB FUNCTIONS:

- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, carpets, walls, furniture, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains floors (e.g. sweeps, wet/dry mops, dust mops, vacuums carpets, etc.) for the purpose of ensuring safety and proper maintenance of facility.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Removes trash and garbage for the purpose of maintaining a sanitary and safe environment.
- Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Arranges tables, chairs, desks, etc. for the purpose of providing adequate preparation for classroom activities and events.

- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Other duties or responsibilities as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

- **Participates in team cleaning as needed.**
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

MINIMUM REQUIREMENTS:

High school diploma or GED. Additional years of education and experience may be substituted for each other, as determined by Human Resources. Ability to read and write is a requirement of this position.

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; sit; climb or balance; scoop; kneel; crouch or crawl; talk or hear; and use foot/feet to operate machines. Must be able to lift and/or move 50 lbs. This includes repetitive bending and lifting of items to stack or dump. Must be able to work under hot or cool, wet, and sometimes-dusty, and loud conditions.

TERMS OF EMPLOYMENT: As per the Collective Bargaining Agreement with OAPSE 377

EVALUATION: By assigned administrator

The information contained within this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned in the future. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.