

# ***MAPLE HEIGHTS BOARD OF EDUCATION***

## **JOB DESCRIPTION**

<b><u>Title:</u></b>	Cleaner
<b><u>Department:</u></b>	Building and Grounds
<b><u>Building/Facility:</u></b>	Maple Heights City Schools
<b><u>Reports To:</u></b>	Bennie Kelly
<b><u>Overview:</u></b>	Maintain a clean and healthy school environment; responsible for the proper care, security and general maintenance of school buildings and their contents

**Note:** The below lists are not ranked in order of importance

### **Basic Functions:**

- Attend meetings and in-services as required
- Clean all building stairways, including window frames, stair rails, corners and landings
- Clean all classrooms
- Clean all water coolers
- Clean school building lounges
- Empty and clean waste receptacles, trash pails and pencil sharpeners
- Remove cobwebs, clean windows and chalkboards
- Request needed equipment, materials, and supplies
- Sweep and vacuum floors
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner

### **Other Duties and Responsibilities:**

- Clean hallway glass display cases
- Instill in students the belief in and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned

### **Qualifications:**

- Valid commercial driver's license
- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities (including, but not limited to):**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of appropriate safety procedures
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training

### **Equipment Operation (including, but not limited to):**

- Vacuum cleaners

### **Additional Working Conditions (including, but not limited to):**

- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Occasional travel
- Walking in excess of 2-3 miles per day, e.g., cleaning
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Repetitive hand motion, e.g., sweeping, cleaning chalk boards
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop