

**FIRELANDS LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **CLEANING HELP**

File 604

Reports to: Assigned administrator/supervisor

Job Objective: Performs general custodial duties.

- Minimum Qualifications:**
- High school diploma. Custodial skills substantiated by training and/or work experience. An acceptable score on a pre-employment JVS skills test may be required.
 - Ability to perform physically demanding work that includes lifting/moving large and heavy items.
 - Available to work irregular hours/non-traditional schedule as an "on-call" employee when required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
 - Interacts confidently with others and displays a strong customer-service focus.
 - Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Shows evidence of core computer competencies deemed essential at the time of hire.

- Essential Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - 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.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests timely replacement of depleted supplies to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Picks-up/delivers equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Puts misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Informs supervisors about workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, unusual odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
 - Uses performance-based safety standards to plan for equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Performs 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.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - 3. 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 an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

6. 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 all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and 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. Working in/near active vehicular traffic.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working in confined spaces and/or under variable lighting conditions.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary 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.

Revised: July 15, 2013