

PEORIA PUBLIC SCHOOL DISTRICT 150

Job Description

Characteristic Routine Work

Definition:

This is routine manual labor associated with the daily cleaning of buildings. Employees in this job classification are under immediate supervision and perform various duties requiring moderate physical strength. Typical routine duties include, but are not restricted to, dust mopping, sweeping, wet mopping, vacuuming, dusting, waxing, cleaning restrooms, removing trash, and simple operation of basic mechanical cleaning equipment.

Examples of Routine Work:

- Dust mops, sweeps, wet mops. Spray buffs floors
- Vacuum clean rugs and carpets-
- Scrub and clean restroom fixtures and keep restroom supplied with towels, soap & other items
- Dust and clean walls, door, windows, woodwork and other above floor surfaces
- Dust, clean, and polish furniture
- Clean elevators and stairwells
- Keep simple records and make simple reports.
- Notify Supervisor of equipment and facilities needing repair or replacement.
- Replace accessible light bulbs
- Perform related work as required and instructed.

Characteristic Non-Routine Work

Definition:

This is manual labor associated with the recurring, but non-routine cleaning and maintenance of buildings. Employees will be under immediate supervision and will perform various tasks requiring moderate physical strength. This work is normally of the project type nature.

Examples of Non-Routine Work:

- Stripping and refinishing floors
- Scrubbing floors with machines
- Vacuuming furniture and drapes
- Window washing
- Wall washing and vacuuming
- Wall, vent, and radiator washing
- Light fixture vacuuming and washing
- Waste receptacle washing
- Various duties related to student registration
- Snow shoveling and removal
- Carpet shampooing
- Related work as required and instructed
- Set up rooms for conferences, lectures, and special events
- Move furniture

Qualifications

Required Knowledge's, skills, and abilities:

- Knowledge of cleaning methods, materials, and equipment
- Ability to perform manual tasks requiring moderate physical strength
- Ability to operate mechanical cleaning equipment
- Ability to follow simple oral and written instructions in the conduct of the job
- Ability to establish and maintain working relations with Supervisors, fellow workers and students