

Richfield Public Schools

Position Title: Building Cleaner

Department / Unit: Buildings / Grounds and Transportation

Accountable To: Supervisor - Buildings, Grounds and Transportation

Date of Latest Revision: July 2013

I. PURPOSE OF THE POSITION

To perform a variety of daily housekeeping, cleaning and light maintenance responsibilities throughout the assigned building(s) in a timely, courteous manner that helps maintain a clean, safe environment for students, staff and visitors.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Plans and allocates available work time according to established housekeeping, cleaning and light maintenance schedules and/or special requests from an authorized individual.
- D. Confers with the Head Custodian or Night Lead Custodian to resolve any questions on the priority of tasks to be completed and receive additional work direction on changes in the established housekeeping, cleaning and light maintenance schedules.
- E. Collects and gets ready all supplies and materials required to complete scheduled and special request responsibilities in the work time available and ensures that the supply closet is restocked for the next day or shift.
- F. Performs a variety of responsibilities including but not necessarily limited to trash disposal, recycling, vacuuming/shampooing, sweeping/wet-mopping/scrubbing/stripping/waxing/polishing floors and other surfaces, dusting, window washing, restocking bathroom supplies, clean up of spills and potential hazards, removing graffiti, moving furniture and room set ups for scheduled events and activities.
- G. Operates cleaning equipment for which responsible in a safe manner and wears/uses personal protective equipment (PPE) as required by District and department policies and procedures.
- H. Performs some light maintenance as required such as replacing burned out bulbs, removing broken furniture to the shop for repair and unjamming door mechanisms so they operate properly.

- I. Alerts the Head Custodian, Lead Night Custodian or Supervisor of problems that need immediate attention or calls 911 in the case of emergency.
- J. Performs other job-related responsibilities as apparent or assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High school or GED.
 - Demonstrated knowledge and skills to operate power cleaning equipment in a safe manner at all times and consistently follow manufacturers' directions for the use and application of cleaning chemicals, materials and supplies.
 - Demonstrated strength and stamina to perform assigned responsibilities of this position.
 - Demonstrated ability to read, comprehend and follow instructions, correspondence and memos and also communicate clearly in both oral and written form.
 - Demonstrated ability to keep whatever electronic or hard copy paperwork records may be required.
 - Ability and willingness to pursue and hold a second Class C boiler license if necessary.

IV. WORK ENVIRONMENT

- Work is typically performed inside and throughout the assigned building(s) and includes exposure to equipment noise and operation, clean chemicals, some bio-hazards in clean-up situations, and may include some outside job-related cleaning activity throughout the year.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.