

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Night Sweeper
Reports to:	Building Principal/Head Custodian
Employment Status:	Regular/Part-time
FLSA Status:	Non-Exempt
Description:	Provide a clean and safe environment for students and staff. Perform general custodial duties, e.g., empty trash, vacuum carpet, sweep and mop. Assist head custodian in cleaning, maintaining and daily operation of school building. Act as replacement during head custodian's or evening fireman's (H.S.) absences as directed by the administration
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Sweep, vacuum, mop and wax floors
- Empty and clean waste receptacles, trash pails, and pencil sharpeners
- Remove cobwebs and clean windows
- Polish furniture and woodwork
- Clean and maintain custodial equipment and materials
- Transport all necessary school maintenance and custodial supplies
- Ensure the care, condition, appearance, repair or replacement of all physical equipment, building, facilities, and grounds
- Promote good safety practices and procedures
- Clean and sanitize assigned school, e.g., restrooms, classrooms, spills, etc.
- Help with setup and cleanup for various school activities
- Use, measure and relabel chemicals
- Clean carpets
- Wash all furniture, walls, halls, windows, window seals, and doors
- Disinfect water fountains
- Spot mop and mop classrooms
- Remove writing on walls
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Dispose of debris and maintain equipment and supplies in a neat and orderly manner
- Report to Head Custodian any damaged, broken, loose fixtures and/or equipment
- Adjust to various locations and work requirements as needed, perform other duties as assigned by the Director of Operations
- Request needed equipment, materials and supplies
- Plow and remove snow from school grounds
- Maintain a clean, safe and neat boiler room
- Refill soap dispensers, paper towel dispensers and bathroom tissue in all school building restrooms
- Check boiler room nightly for orderliness, safety, etc.
- Secure building nightly
- Complete paperwork as required by the supervisor
- Promote good safety practices and procedures
- Attend meetings and in-services as required

- Maintain a daily work routine as established by the Buildings and Grounds Supervisor to adequately service the buildings, grounds, and personnel
- Check and prepare controls for water, lights, heat and cooling facilities as assigned
- Check building to assure maximum security, e.g. windows and doors
- Sweep, clean, mop, wash, wax, dust, wipe and vacuum all surfaces to maintain cleanliness throughout building and grounds and supervise other employees doing the same
- Keep work and storage areas neat and orderly
- Set up equipment and furniture for special events and use of building for school and community functions
- Maintain records as requested by the Buildings and Grounds Supervisor
- Clean hallway glass display cases
- Clean school building lounges

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in an appropriate manner
- Pass on to other employees instructions and requests received from the Buildings and Grounds Supervisor
- Maintain building security system ensures building is secure and locked
- Maintain accurate inventory of all custodial equipment, materials and supplies
- Perform routine maintenance as required
- Assist in the control of all maintenance and custodial tools and supplies
- Assist work crews on assigned tasks
- Perform other duties as assigned by the Director of Operations

Qualifications:

- High school diploma or general education degree (GED)
- One to two years related experience desired
- Must be able to demonstrate the ability to use most common hand tools
- Documentation of a clear BCII/FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- 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
- Flexibility in assignments
- Training in the proper care and storage of chemicals
- Knowledge of appropriate safety procedures
- Ability to read and understand verbal and written instructions, written warnings and labels
- Working knowledge of assigned building and alarm systems

Equipment Operated:

- Vacuum cleaners, rotary and guided machines such as scrubbing and carpet cleaners
- Wet/dry mops and brooms
- Various hand tools, e.g., putty knives, screwdrivers, electrical hand tools, saws, drills, and sanders
- Vacuum cleaners
- Wet and dry vac
- Ladders
- Floor scrubbers
- Various power and plumbing tools
- Scrubbers and buffers

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids, and tissue

- Occasional interaction among unruly children
- Occasional requirement to work near moving mechanical parts
- Frequent exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather
- Occasional exposure to dangerous chemicals
- Occasional exposure to loud noises
- Occasional overtime work will be requested and expected of the employee
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping
- Frequent requirement to sit, climb, stoop, kneel, crouch, hear, and see with color vision
- Occasional requirement to lift and carry various items up to a maximum of 65 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional requirement to read and sit
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, except calamity days
- Occasional climbing of ladders and stairs
- Frequent requirement to stand, walk, talk, read, speak, reach, and stretch with hands and arms
- Frequent excessive standing, e.g., to perform repairs
- Occasional requirement to walk in excess of 2-3 miles per day, e.g., cleaning, making deliveries
- Frequent excessive exposure to noise, e.g., power tools, vacuum sweeper
- Occasional requirement to travel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: