

#1361831

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION TITLE: CLEANER

REPORTS TO: Supervisor, Night Custodial Staff

INDIRECTLY REPORTS TO: Caretaker

SUPERVISES: N/A

JOB SUMMARY: Is responsible for maintaining a clean and sanitary school environment to the prescribed standards of cleanliness in accordance with established procedures as approved by the Division. Responsible for preventing needless waste or careless use of supplies, equipment or other utilities. Responsible for catering to permit holders and to secure the building.

DUTIES AND RESPONSIBILITIES:

- cleans and keeps in safe and sanitary condition all assigned areas in the school as directed;
- performs cleaning duties in the entire school as required including the maintenance of auditorium and gymnasium floors;
- washes, cleans, sweeps, mops, buffs, polishes, burnishes, scrubs, strips, seals, and waxes all floors and stairs throughout the building as required each day;
- cleans, removes stains, shampoos and vacuums carpet;
- cleans and disinfects all toilets, urinals, water fountains, sinks, shower areas, washrooms, food preparation areas, and staff rooms with the necessary cleaning products on a daily basis;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-2**

- washes, cleans and dusts all ceilings, vents, grills, ducts, walls, doors and windows (including frames), mirrors, fixtures, cabinets, counters, shelves, ledges, cupboards, desks, lockers, bleachers, chalkboards, pencil sharpeners, tables, furnishings, and light fixtures;
- cleans and removes marks from all glass including windows, doors, and mirrors;
- removes graffiti on a daily basis from all surfaces including walls, lockers, desks, and furnishings;
- cleans and washes lockers and removes marks, tape and stickers;
- moves furniture to ensure proper cleaning;
- assists other cleaning staff and Caretaker with moving furniture and appliances;
- assists caretaker and/or assistant cleaners with room set up and permits for special events (i.e. tables, chairs, stage, risers, etc.);
- works with caretaker and assistant cleaner to complete major school cleanups over various school breaks;
- empties garbage containers in assigned areas and removes and disposes of all garbage in the exterior waste container;
- takes action to remove or have removed hazardous and dangerous conditions which could result in accidents, fire, or other losses to Division personnel, property, students or members of the public;
- performs all duties in a safe manner according to the Division's Job Hazard Analysis requirements;
- wears safety equipment appropriate to assigned tasks;
- cleans and inspects all equipment at the termination of the shift;
- reports cleaning equipment defects and supply shortages to the Caretaker;

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JOB DESCRIPTION:
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- replaces hand towels and replenishes sanitary napkins, paper, and soap in dispensers;
- fills out log book each shift indicating work completed;
- completes sign in and sign out sheet at the start and completion of each shift;
- caters to the public and responds to requests from individuals and groups using school facilities;
- is responsible for supervision of permit holders using the facilities during the shift and ensures doors are locked according to school policy for permit use;
- is responsible for preventing intruders from entering the building during the shift. Contacts the Night Custodial Supervisor and Police, if necessary, when problems of a serious nature arise;
- checks, closes and locks all doors and windows including those doors equipped with door closers as well as doors to boiler, fan and storage areas during and at the completion of the shift;
- turns off all unnecessary lighting during, and at the end of the shift;
- activates the alarm system to open or secure the building;
- cuts lawn, does grounds maintenance including snow removal from stairs and entrances, picks up debris on grounds and does safety inspection of exterior of building, grounds and playground equipment when caretaker is away;
- records water, hydro, and gas readings daily when the caretaker is away; may be required to use the rotor tiller and snow blower;
- operates a two-way radio; and
- performs other duties as assigned.

QUALIFICATIONS:

- high school diploma is desired;

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- less than one year experience is required as training is provided on the job;
- ability to understand and follow written and oral instructions;
- ability to keep minor records;
- ability to respond effectively to the public and school staff;
- good communication skills are required;
- must maintain a neat and tidy appearance and have good grooming skills;
- physically able to perform the duties assigned;
- able to lift objects weighing in excess of 25 kgs.;
- able to operate cleaning equipment – polisher, burnisher, auto-scrubber, waxer, carpet cleaning equipment, window washing equipment, portable ventilation fans, custodial hand tools including mops, brooms etc, pressure washer, lawn mower, weed trimmer, etc.;
- able to work safely in an environment which exposes the worker to noise, dust, dirt, fumes, hazardous/poisonous chemicals, wet or slippery floors, climbing ladders and exposure to sharp objects.

Date issued: August 29, 1994

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