

#1362044

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION TITLE: ASSISTANT 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.

DUTIES AND RESPONSIBILITIES:

- cleans and keeps in safe and sanitary condition all assigned areas (assigned areas do not normally include washrooms) in the school as directed;
- assists caretaker and/or cleaners with room set up and permits for special events (i.e. tables, chairs, stage, risers, etc.);
- works with caretaker and cleaner to complete major school cleanups over various school breaks;
- performs cleaning duties in the entire school as required and assists in the maintenance of auditorium and gymnasium floors;
- washes, cleans, sweeps, mops, buffs, scrubs, strips, seals, and waxes all floors and stairs throughout the building;
- cleans, removes stains, shampoos and vacuums carpet;

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-3**

- cleans and disinfects all sinks, water fountains, food preparation areas, and staff rooms with necessary cleaning products;
- 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;
- moves furniture to ensure proper cleaning;
- assists Cleaner and Caretaker with moving furniture and appliances;
- assists Cleaner with removal of all garbage to the exterior waste container;
- cleans and inspects all assigned custodial equipment at the termination of the shift;
- reports cleaning equipment defects and supply shortages to the Caretaker;
- fills out log book each shift indicating work completed;
- turns off all unnecessary lighting during, and at the end of the shift;
- completes sign in and sign out sheet at the start and completion of each shift;
- performs all duties in a safe manner according to the Division's Job Hazard Analysis requirements;
- wears safety equipment appropriate to assigned tasks;
- may be called upon to act as cleaner; and,
- other duties as assigned.

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QUALIFICATIONS:

- high school diploma is desired;
- less than one year experience is required as training is provided on the job;
- the ability to operate an autoscrubber, carpet cleaning equipment, vacuum cleaner, portable ventilation fans, window washing equipment, custodial hand tools including mop, brooms etc. is desirable;
- 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 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: 08/29/94

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