

**Lakewood School
Twin Lakes School District #4**

Job Title: Cleaner
Department: Custodial
Reports to: Maintenance Custodian / Head Custodian

Position Summary: This position entails routine housekeeping and washroom sanitation of a School District owned building. An employee in this classification is responsible for the general cleaning and housekeeping tasks of the building and given work assignments that are repetitive in nature. This type of work is such that an employee works with considerable independence, under general direction and as established work schedule. Supervision is received through occasional review of work methods and results. Personnel performing work in this classification are usually assigned to second shift work.

Qualifications:

LANGUAGE SKILLS

1. Ability to read, comprehend and communicate instructions, chemical labels, short correspondence and memos
2. Act as representative of the school district and deal politely and tactfully with the public, community groups, students, parents, and other employees

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
2. Ability to compute rate, ratios and percents

OTHER SKILLS AND ABILITIES

1. Ability to work effectively, collaboratively and positively with co-workers, District staff, students, public and administration
2. Ability to plan and organize work to be performed, as well as materials, to be used for the tasks assigned
3. Ability to use good judgment and solve problems sometimes in emergencies or within tight deadlines
4. Ability to follow directions, and learn, follows, and transmits all safety standards and procedures
5. Ability to follow and enforce all rules governing conduct in the workplace
6. Ability to work extend and/or flexible hours
7. Ability to work independently with little direction
8. Must have, or be willing to pursue, first aid / CPR certification.

WORK ENVIROMENT

1. Exposure to toxic or caustic chemicals
2. Frequently works in high, precarious places and in outside weather conditions
3. Occasionally exposed to wet, extreme cold, heat, humidity and dust

PHYSICAL DEMANDS

1. Employee is regularly required to stand, walk; use hands to manipulate objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, bend, twist, crouch or crawl
2. Employee is occasionally required to sit, talk or hear, and taste or smell

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3. Employee must regularly lift and/or move up to 100 pounds and frequently assist in lifting and/or moving more than 200 pounds
4. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and the ability to focus
5. Normal range hearing; perceiving sounds, including spoken words, in order to understand signals such as spoken directions, warning alarms, assess conditions, and/or become aware of conditions in the work environment

Performance Responsibilities;

DAILY WORK ASSIGNMENTS

1. Maintains a locked and secure building at all times. Follows directions of administration for building access after the end of the official school day. Makes certain that the building is entirely secure at the end of the evening shift.
2. Vacuum all carpeted classrooms and offices; spot clean carpets when necessary
3. Dry mop all other classrooms, lunchroom, library, gym and hallways
4. Wet mop lunchroom serving area and kitchen floor; use disinfectant solution every day
5. Clean toilets, wash basins, urinals; mop floor with disinfectant solution every day; remove writing from walls, etc, when necessary
6. Keep towels, toilet tissue and soap in their proper containers
7. Clean and disinfect drinking fountains in corridors and classrooms
8. Empty all waste paper baskets, insert new liners, when necessary; empty all kitchen garbage containers, wash, if necessary, and replace with liner
9. Remove all cobwebs, tape and other items from walls, ceiling, etc
10. Dust as required by appearance
11. After cleaning classrooms, straighten chairs/desks so room looks orderly
12. Keep vestibules free of litter and snow
13. Maintains and puts back all tools, equipment and supplies after they have been used
14. Knows the proper way to operate and use all power cleaning equipment, power and hand tools, and other equipment as used in performance of custodial duties
15. Able to multitask and prioritize

"AS NEEDED" DUTY ASSIGNMENTS

1. Clean interior windows and showcases
2. Wet mop uncarpeted classrooms and hallways
3. Remove scuffmarks from floor
4. Totally dust offices, classrooms, and other building areas
5. Make minor repairs, as needed, throughout the building and/or site
6. Change burned out light bulbs and fluorescent bulbs
7. Adjust desks as required
8. Dust pipes, lights, etc, in high areas
9. Clean all carpets, rugs and mats
10. Clean blinds and shades
11. Re-wax and buff floors
12. Set-up rooms for school and community functions
13. Transport deliveries to appropriate rooms and storage areas
14. Recommend purchases and maintenance work to the Maintenance Custodian and/or Head Custodian
15. Mows, weeds, and does snow removal

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SUMMER MONTHS, IN-SERVICE AND VACATION DAY DUTIES

1. Clean all light fixtures and ceilings
2. Wash walls in all rooms
3. Strip and wax all uncarpeted areas
4. Wash all windows, inside and out
5. Clean all chairs, desks, and remove gum
6. Clean all lockers, repair and paint as needed
7. Paint as required
8. Straighten chairs/desks in classrooms after cleaning so room looks orderly
9. Keep vestibule free of litter

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Students: All adults in the school building have a responsibility for supervision of students. Custodial employees will be expected to report the names of any student disobeying school rules or vandalizing school property to the Head Custodian.

Wages, Hours and Working Conditions: Custodial wages, hours and working conditions will be determined through collective bargaining with the School Board. The terms of the current collection bargaining agreement will be followed at all times.

Evaluations: The Head Custodian will evaluate each custodian on their job performance at least once a year.