



Fort Cherry School District

Job Description

Title:	Cleaner
Overview:	<p>Employee shall perform general sanitizing, cleaning, and caring for their designated and assigned area(s) to promote a safe, secure, and productive educational environment for all.</p> <p>It is expected that each employee will work to safeguard the School District grounds, facilities, and property in promoting a safe, secure, and educationally sound environment.</p>
Location:	Assigned Area
Reports to:	Director of Facilities
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. You will be responsible for cleaning designated areas of the school site as allocated by the Director of Facilities.

- Use cleaning materials as instructed by the Director of Facilities
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners (i.e. glass cleaner) and polishers (i.e. furniture polish).
- Sweep and/or scrub tile, terrazzo, wood, and other types of floors and stairs
- Vacuum and/or spot clean carpets
- Clean, dust, and sanitize walls, furniture, woodwork and other equipment in classrooms, offices, and other areas of the building
- Wash, scrub, and/or sanitize restrooms
- Check and refill all soap, toilet paper, and towel dispensers as necessary

- Wash and/or clean chalkboards, white boards, and/or marker boards in accordance with manufacturer's directions
- Clean windows, door glass, and other glass surfaces
- Clean and disinfect drinking fountains and other water dispensers
- Clean and polish metal work such as door panels, handles, railings, etc.
- Empty and clean waste containers and pencil sharpener
- Dust light fixtures
- Request replacement of stained, discolored, and/or saturated ceiling tile(s)
- Move and arrange chairs, tables, desks, furniture, and other equipment as needed or directed in classroom settings
- Once area is cleaned—close windows and doors, turn lights off, and lock door(s)
- Lock and unlock doors, classrooms, offices in accordance with school district procedures and as directed by the Building Administrators
- Maintain security of areas of responsibility by locking classroom doors/windows as directed
- All defects/hazards must be immediately reported to Director of Facilities and/or District Administrator
- Remove all disposals from building and deposit in the dumpster; clean all debris around dumpster area
- Maintain all cleaning equipment in clean and operable condition through appropriately cleaning, storing, and replacing
- Maintain cleanliness in and around building by picking up debris and/or litter
- Monitor building for any violation of fire, sanitary, and safety procedure and regulation and correct the same; report such problems to Supervisor and/or Building Principal
- Direct visitors within the building; monitor that visitors have stopped in office per check in procedures
- Submit requests for custodial supplies to Director of Facilities in a timely manner
- Comply with all safety standards
- Attend all in-service and other training programs as may be required by District Director and/or Administrator
- Complete appropriate paperwork/reports/timesheets/checklists in an accurate and timely manner
- Adhere to proper dress code for the position and/or season
- Perform all other duties and assignments applicable to the position as may be directed by the Maintenance Custodian, Building Custodian, Director of Facilities, and/or District Administrator

2. You will maintain Health and Safety procedures at all times.

- Ensure security of areas of responsibility i.e. check windows and doors are closed/locked
- Report any faults to electrical cleaning equipment; do not use until fault is repaired
- Only use authorized cleaning materials, ensure the correct dilution rate as directed, and use only for the purpose(s) indicated
- Disinfect and sanitize all areas as needed to protect the well-being of our faculty, staff, and students
- Display warning signs in various cleaning areas if applicable, i.e. floor signs when floors are wet

3. You will be an effective part of the District Team.

- Work as part of a multi-disciplinary team
- Participate in training sessions as required
- Maintain school policy and procedures
- Work to the best of your ability and potential
- Communicate effectively with all members of the District and Community
- React to change productively and handle other tasks as assigned
- Maintain confidentiality
- Support the mission, vision, and belief statements of the District
- Any other responsibilities assigned by the Superintendent/Business Manager/Director of Facilities

Qualifications and Skills:

- High School Diploma
- Be able to pass a physical examination as may be required
- Ability to use industrial cleaning products and tools
- Ability to work well with others and have positive attitude
- Ability to work independently and be self-motivated
- Ability to physically lift and carry supplies (approximately 30 lbs.)
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the Support Personnel Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement