

JOB DESCRIPTION – CLEANER/STUDENT CLEANING CREW SUPERVISOR

JOB TITLE: Cleaner/Student Cleaning Crew Supervisor/Limited Term Summer Employment
DEPARTMENT: Glidden Campus
REPORTS TO: Head Custodian
WORKERS SUPERVISED: Student Cleaning Crew

Position Summary: Perform heavy cleaning duties such as cleaning floors, shampooing rugs, washing furniture, walls and glass, and removing rubbish. Duties include supervising and directing student workers.

Qualifications:

Education: High School Graduate or General Education Degree (GED)
Certificates & Licenses: None
Experience: None
AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS STATEMENTS

1. Supervise and direct student workers.
2. Service, clean and supply restrooms.
3. Gather and empty trash.
4. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
5. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
6. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
7. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
8. Steam-clean or shampoo carpets.
9. Clean and polish furniture and fixtures.
10. Dust furniture, walls, machines, and equipment.
11. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.

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12. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.

ESSENTIAL REQUIREMENTS:

1. Reliability – The trait of being dependable and trustworthy.
2. Responsible – Ability to be held accountable or answerable for one’s conduct.
3. Safety Awareness – Ability to identify and correct conditions that affect employee safety.
4. Self Motivated – Ability to be internally inspired to perform a task to the best of one’s ability using his or her own drive or initiative.
5. Time Management – Ability to utilize the available time to organize and complete work within given deadlines.

PHYSICAL DEMANDS:

Physical Demands

Stand	F(Frequently)	Lift/Carry 10 lbs. or less	F(Frequently)
Walk	F(Frequently)	11-20 lbs.	O(Occasionally)
Sit	N(Not Applicable)	21-50 lbs.	O(Occasionally)
Handling/Fingering	N(Not Applicable)	51-100 lbs.	N(Not Applicable)
Reach Outward	F(Frequently)	Over 100 lbs.	N(Not Applicable)
Reach Above Shoulder	F(Frequently)	Push/Pull	
Climb (ladder work)	O(Occasionally)	12 lbs. or less	O(Occasionally)
Crawl	N(Not Applicable)	13-25 lbs.	O(Occasionally)
Squat or Kneel	O(Occasionally)	26-40 lbs.	O(Occasionally)
Bend	O(Occasionally)	41-100 lbs.	O(Occasionally)

N(Not Applicable)	Activity is not applicable to this occupation
O(Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+hrs/day)
F(Frequently)	Occupation requires this activity from 33%-66% of the time (2.5-5.5+hrs/day)
C(Constantly)	Occupation requires this activity more than 66% of the time (5.5+hrs/day)

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Administrator

Date