

ROLLING RIVER SCHOOL DIVISION REGULATION

Cleaner Job Description	GDASA/R
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Position Title: Cleaner

Reports To: School Principal and Maintenance Supervisor

Receives Duties / Workload Assignment and Direction from: Custodian

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing custodial services to ensure effective physical operation and a positive physical environment through cleanliness of assigned School Division buildings.

Education

The minimum education requirement for this position is graduation from grade 12 or equivalent.

Additional Skills and Training

Required:

- Ability to take initiative and work unsupervised
- Ability to work as effectively with others as a member of a team
- Ability to communicate effectively with people both orally and in writing
- Physically fit and capable of physical work

Preferred:

- Current WHMIS training and certification
- A working knowledge of and experience with commercial cleaning equipment
- Valid Class 5 Drivers License

Experience

Prior work related cleaning related experience or equivalent is preferred.

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Key Responsibilities

To perform building cleaning and grounds maintenance duties for assigned division buildings.

- Cleaning:
 - Perform a variety of cleaning duties in Division buildings as assigned.
 - Operate a variety of cleaning equipment (floor wax machines, vacuums etc).
 - Ensure all work in cleaning follows safe work procedures.
 - Move furniture and equipment within buildings and between buildings in the community and Division as requested.

- Grounds Maintenance:
 - Perform grounds maintenance around Division buildings in absence of Custodian.
 - Ensure all work grounds maintenance follows safe work procedures.

- Administration:
 - Receive and inventory cleaning and grounds maintenance materials and supplies as required.
 - Assist Custodian, Principal, Maintenance Supervisor or other maintenance staff to performing building project / building maintenance activities as requested.
 - Assist the Custodian to complete building and grounds inspections and safety checks and maintain maintenance and safety check logs as assigned.

- Communication:
 - Advise the Custodian of any situations that are unusual or require a Maintenance Work Order as they relate to building cleaning, maintenance and repair.
 - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
 - Maintain positive communication with and provide information/ direction on use of facilities to outside user groups.
 - Receive, refer and respond to inquiries, complaints and requests as required.

- Other job-related duties as required and /or assigned by the Custodian, Principal or Maintenance Supervisor.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information. He/ she must be physically fit and capable of performing physically demanding work.

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Policy**

Regulation: Duty List – Cleaner

Date Adopted: March 4, 2015

Cleaner Duty List

- **Emergency duties:** will be called after hours if needed work.
- If Office doors are closed you can go in and clean. **If Office doors are locked do not go in the office. Do not move paper or material on teacher or Administration desks**

	Cleaning	Minor Maintenance / Repairs	Grounds	Administration	Communication / Supervision
Daily	<p>*Mop or vacuum floors of offices, bathrooms, classrooms, meeting room, auditoriums, stairways, etc. or more often if required by Supervisor Vacuum all carpeted areas*Spot wash carpets as required* Clean corridors & entrances as required Clean door mats.</p> <p>*Empty wastepaper baskets & dispose of collected garbage & recyclables.</p> <p>*Shred paper</p> <p>*Clean & disinfect all washrooms; toilets, urinals, showers & sinks. Clear plugged toilets & drains *Ensure dispensers are supplied at all times (soap, paper towels, toilet paper)</p> <p>*Clear outside steps, sidewalks (entrances & fire exits) of snow, ice & dirt.</p> <p>*Check light fixtures & replace burnt out bulbs or tubes. * Report ballast that need changing to Custodian. Custodial to request ballast changes via work order to Maintenance Department.</p> <p>*Clean & disinfect all water fountains</p> <p>**Remove garbage from storage rooms *Dispose of all garbage in bags supplied & place in the garbage storage bins provided</p> <p>**Empty and clean coffee pots in staff room empty and clean coffee pots in staff room *Wash dishes in sink in staff room.* Wash staff room tables & counters *Perform any other related duties which may be assigned by the Principal or Maintenance Supervisor</p>	<p>*Move furniture or equipment within the building, Division or community as required</p> <p>*Maintain the security system in the school, including door & window locks & door closures</p> <p>Report any work required to maintain the building equipment or furnishings to the Custodian.</p> <p>*Keep all storage rooms, furnace rooms, electrical / mechanical rooms, and any unused areas clean & free from any accumulation of refuse.</p>	<p>*At the end of every day make sure all windows & doors are secure.</p> <p>*Building & Grounds Inspection or as assigned by Custodian.</p>	<p>- Receive maintenance cleaning, toilet & school supplies & store them in their proper places</p>	<p>* Report any damage or major repairs required to the building or equipment to the Head Custodian (if applicable), or to the Maintenance Supervisor.</p> <p>*Report any vandalism to the Head Custodian (if applicable), the Principal, & the Supervisor of Operations immediately</p> <p>*Report to the Head Custodian (if applicable), any problems with any cleaning equipment & request repairs when necessary</p>

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	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Weekly	<p>* Wash all desks, chairs & other furniture as required (minimum 2 X per week). Dust furniture -do a rotation to all desks, ledges, etc. are dusted at least once per week. *</p> <p>*Clean doors, door knobs & door frames of dirt & finger prints</p> <p>*Clean shoe racks</p> <p>*Clean dirt & marks off walls if required</p> <p>*Empty pencil sharpeners & hole punchers</p> <p>*Dust room & computers</p> <p>*Damp mop the floors around the sides & corners once a week.</p> <p>*Clean all equipment at the end of each shift & store in the proper storage room</p> <p>*Dust TV / monitors screens & wipe them down</p> <p>*Dust keyboards and telephones (1-2X per week)</p> <p>*Delivery / transport of garbage to local landfill site if required.</p>	<p>*Replace light bulbs as required.</p>			<p>*Report all unsafe conditions, break ins, thefts or incidents that are out of the ordinary to the Custodian.</p>

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	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Monthly	<p>*Clean & disinfect all garbage cans on a regular basis (1-2 times per month or as needed).</p> <p>*Wash walls when required (minimum seasonally – more often if required).</p> <p>*Clean & dust all light fixtures as required.</p> <p>*Wash doors & windows including frames as required.</p> <p>*Maintain clean windows (interior) & remove debris from window sill.</p> <p>*Clean bathroom walls (biweekly or more if required, at least once monthly).</p>				

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Seasonal Semester	<ul style="list-style-type: none"> *Clean & refinish all hard floors with specific attention to corners & baseboards. *Clean / shampoo carpeted areas. (minimum annually) *Clean of light fixtures, clocks, pictures, shelving, blinds, & chalkboards. *Wash of walls & furniture. *Clean of exterior glass during summer. *Clean floor registers. *Wash all carpeted areas. *Strip, seal, & wax floors when necessary. (minimum annually) *Scrub, wash, & burnish floors when necessary. *Clean custodian, & electrical rooms *Auto scrub gym floor *Change fan filters *Clean floor registers 				

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Annual					