

CLEANER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for effective performance of basic repetitive cleaning tasks which follow a well-established routine. The work is performed under general supervision of a higher level employee with limited leeway for exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Dusts, cleans, and polishes chairs, tables, desks, and other furniture in a building;
- Sweeps, dusts, mops and waxes floors, washes walls;
- Gathers and disposes of refuse from offices and bathrooms and places in wastepaper containers;
- Washes and cleans chalkboards and/or white boards and ledges, windows, floors, desks, tables, book shelves and empties pencil sharpeners;
- Vacuums carpets in rooms, halls, and stairways;
- Cleans and polishes furniture and brass;
- Checks and locks windows and sets alarms;
- Cleans glass in doors and windows periodically;
- Sanitizes frequently touched surfaces.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of simple building cleaning methods, materials, and equipment;
- Ability to perform building cleaning tasks effectively and efficiently;
- Ability to follow simple oral and written directions;
- Ability to use hand and power cleaning equipment such as vacuum cleaner, buffer and polisher;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

06/25/91

04/08/22

CLASS: LABOR