

SUBSTITUTE CLEANER

Minimum Qualifications: None

Reports to: Superintendent of Buildings and Grounds

Essential Job Function-Distinguishing Features of the Class:

This is primarily routine manual work calling for the efficient and economical performance of cleaning and minor maintenance tasks. Work is performed under general supervision according to established procedures. A Substitute Cleaner does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Sweeps and mops floors and stairs.
2. Dusts chairs, tables, and other furniture.
3. Washes windows, walls, sinks, and other fixtures.
4. Polishes furniture and metal furnishings.
5. Empties waste baskets, collects and disposes of rubbish.
6. Replaces soap and towels.
7. Waxes floors.
8. Moves and arranges chairs, tables, and other furnishings and equipment.
9. Cleans clothes, equipment, and other laundry items using washing and drying machines.
10. May load and unload materials, parts, or products manually or using a hoist.
11. May shovel snow from sidewalks, stairs, and other passages.
12. May direct facility users to appropriate areas and observe their conduct to report violations of facility rules.
13. May open, close, and check building securing windows, locks, and doors.
14. May collect, fold, sort, and distribute laundry and linen items.
15. May perform minor maintenance tasks.
16. May operate motor vehicle to travel from one work site to another.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Ability to acquire a knowledge of cleaning practices, supplies, and equipment. Ability to follow instructions, willingness to perform routine cleaning and other manual tasks. Good powers of observation, integrity, reliability, physical conditions commensurate with the demands of the position.

Terms of Employment: As needed basis.

Evaluation: Performance is evaluated by the Superintendent of Buildings and Grounds.

Special Requirement for Appointment in School Districts/BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

3/2014