

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring efficient performance of simple building cleaning tasks. The responsibility of an employee in this class involves the thorough execution of tasks following a well established routine. Supervision is received from a custodian or other superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Mops, sweeps and washes floors, stairs, hallways and restrooms;
- Dusts desks, woodwork, furniture and other equipment;
- Collects and disposes of trash and garbage and empties waste baskets;
- Takes soiled linens to the laundry;
- Sorts, folds and stacks clean linens;
- Fills towel dispensers;
- Strips and refinishes floors;
- Delivers mail, packages and supplies;
- Performs minor grounds work;
- Washes blackboards, sinks and other fixtures;
- Cleans venetian blinds, mirrors, bathroom fixtures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning methods, procedures and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

Labor Class

Revised 09/29/1999 Personnel Officer