

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8916



JOB DESCRIPTION

**Cleaner
(Non-Competitive)**

DESIRED QUALIFICATIONS:

1. Graduation from a standard high school or possession of a high school equivalency diploma.

RESPONSIBLE TO: Director of Facilities

JOB GOAL: To perform a variety of building cleaning, operation and minor maintenance activities in a building along with related work as required.

GENERAL RESPONSIBILITIES:

- A. To supervise and participate in all building cleaning activities including:
 - I. Sweeping and mopping of floors and stairs.
 - II. Dusting desks, woodwork, furniture and other equipment.
 - III. Washing windows, walls, whiteboards, sinks, doorknobs and other fixtures.
 - IV. Polishing furniture and metal furnishings.
 - V. Emptying wastebaskets, collecting and disposing of rubbish.
- B. To operate or check the operation of heating systems and notifying the building maintainer of any malfunctions.
- C. To place and remove traffic safety signs.
- D. To ensure that buildings are heated, cleaned, locked and in readiness for all activities.



- E. To consult with superior regarding the unusual maintenance problems and make recommendations concerning the purchase of supplies, materials, and equipment.
- F. To assist in the receiving, storing, and distributing of foods and other supplies when necessary.
- G. To operate a mower, weed eater, buffer, cleaning equipment.
- H. Move desks and other furniture as necessary.
- I. Shovel, salt and sand sidewalks, steps, and other areas as necessary.
- J. Change light bulbs.
- K. Put up temporary fencing as needed for special events.
- L. Put up and take down risers in auditorium as necessary.
- M. To keep simple activity records.
- N. To have the ability to follow oral and written directions and communicate well with others.

TERMS OF EMPLOYMENT:

Twelve month year; salary and work year established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on "Evaluation of Civil Service Personnel".

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

