

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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Dusts, cleans, and polishes chairs, tables, desks, and other furniture in a building;
- Sweeps, washes, and waxes floors, washes walls, and hallways;
- Gathers and disposes of refuse from offices, and bathrooms, and places in wastepaper containers;
- Washes and cleans chalk board ledges, blackboards, 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;
- Dust mops and wet mops tile and asphalt covered floors.

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.

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