

## ***CLEANER***

**DISTINGUISHING FEATURES OF THE CLASS:** Perform routine building cleaning tasks. This is routine manual work requiring efficient performance of simple building cleaning duties. A Cleaner works under immediate supervision on routing recurring assignments, received specific instructions on each new or unusual assignment. The work is occasionally reviewed by inspection and when complaints are received. Does related work as required

### **TYPICAL WORK ACTIVITIES in the City of Saratoga Springs City Center:**

Sweeps and mops floors;

Dusts woodwork, furniture and other articles

Collects paper and rubbish

Refills soap, toilet paper and paper towel containers;

Cleans up spills, vomit and other fluids as necessary

Thoroughly clean and sanitize all bathrooms

Locks and unlocks the building;

Turns lights, air conditioning and heating on and off;

Sets up and takes down tables and chairs;

Moves furniture between rooms;

Patrols building observing patron behavior;

Responsible for care, cleaning and proper operation of all housekeeping equipment and to report equipment deficiencies, failures and repair needs;

Assists patrons with inappropriate behavior.

### **TYPICAL WORK ACTIVITIES in the Saratoga Springs Enlarged School District:**

Sweeps and mops cafeteria/lunchroom floors;

Mops cafeteria/lunchroom floors;

Collects gathers and disposes of lunchroom trash, paper, and rubbish;

Cleans cafeteria tables and chairs;

Cleans up spills, vomit and other fluids as necessary;

Cleans cafeteria walls as needed;

Arranges cafeteria tables and chairs.

Responsible for care, cleaning and proper operation of all housekeeping equipment and to report equipment deficiencies, failures and repair needs;

### **TYPICAL WORK ACTIVITIES in the Saratoga Springs Public Library:**

Cleaning all floor areas: vacuuming, sweeping, scrubbing and mopping;

Thoroughly clean and sanitize all bathrooms;

Stock all bathrooms with necessary supplies;

Collect and properly dispose of all paper and rubbish;

Stock all bathrooms with necessary supplies;

Dust, clean, polishes woodwork, cabinets, countertops, bookshelves, furniture and all reachable glass and glass areas; Stock all bathrooms with necessary supplies;

Responsible for care, cleaning and proper operation of all housekeeping equipment and to report equipment deficiencies, failures and repair needs;

Maintains communication log.

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:* Working knowledge of building cleaning practices, supplies and equipment, and the ability to use them economically and efficiently; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: NONE

**Adopted: September 8, 2005**

**Revised: September 17, 2009**