

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **CLEANER**

**Policy Reference: EL-1.2**

**Reviewed by Committee: November 29, 2022**

Under the direction and supervision of the head custodian, the cleaner shall be responsible for the regular cleaning of the school building and furnishings. Must be physically capable of performing the duties required, able to work from elevated platforms and ladders and must not be allergic to cleaning chemicals.

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Perform daily duties**

###### **1.1 Washrooms and shower rooms**

- .01 Clean and disinfect toilets and urinals with bowl cleaner
- .02 Clean hand basins with a cleaning agent
- .03 Wash floors with a disinfectant soap
- .04 Wipe lower parts of washroom walls and partitions as necessary
- .05 Check soap, hand towel and toilet paper dispensers and refill
- .06 Remove graffiti as required
- .07 Sanitize surfaces as directed

###### **1.2 Classrooms**

- .01 Sweep and/or dust-mop the floors
- .02 Empty the waste baskets
- .03 Dust ledges and clean white boards with appropriate cleaner
- .04 Dust furniture ledges, windowsills and other obvious areas
- .05 Clean and disinfect desks daily
- .06 Replace and rearrange furniture as required (this also applies to any other area in the school)
- .07 Clean and disinfect water fountains daily
- .08 Wipe stains off walls as needed, wash lab sinks
- .09 Lunchrooms to receive special cleaning (wash floors/tables daily)
- .10 Damp mop any classroom floors where spills, etc. have occurred
- .11 Sanitize surfaces as directed

###### **1.3 Halls and vestibules**

- .01 Sweep and dust-mop floors
- .02 Wet-mop floors and/or vacuum carpet in vestibules immediately after school goes into session in the mornings and afternoons as scheduled
- .04 Sanitize surfaces as directed



- 1.4 **Administration area and staff room**
  - .01 Sweep and dust-mop floors, wet-mop as required
  - .02 Dust furniture and other obvious areas
  - .03 Empty waste baskets
  - .04 Sanitize surfaces as required
  
- 2.0 **Perform weekly cleaning**
  - 2.1 Dust entire school with special attention being paid to areas such as higher ledges, shelves, behind radiators and moveable bookshelves, corners, etc.
  - 2.2 Clean all whiteboards as specifically recommended by the supplier
  - 2.3 Clean all air grills, vents, etc.
  - 2.4 Clean all glass in doors, inside windows, etc.
  
- 3.0 **Perform periodic cleaning**
  - 3.1 Clean all outside glass in spring and fall
  - 3.2 Once a month remove spots on floors and walls
  - 3.3 At least once a year, or more often if required, the entire school is to receive a thorough “house-cleaning” with special attention being paid to walls, ceilings and student desks. This cleaning can be done on a rotational basis throughout the year
  - 3.4 Wash all classroom floors at least once a month (one room per day in large schools)
  - 3.5 Wash garbage containers and lockers as needed to avoid unpleasant odors
  - 3.6 Clean light fixtures and lenses at least once a year
  - 3.7 Clean mechanical rooms and crawl spaces as requested
  - 3.8 Dust all mechanical rooms and all mechanical equipment, ducts, etc.
  
- 4.0 **Maintain floors**
  - 4.1 Pay special attention to floors in order to preserve them. Keep floors well waxed or covered with the proper finish at all times
  - 4.2 Wash halls and vestibule floors when floor finish has noticeably deteriorated
  - 4.3 Vacuum all carpets regularly. Shampoo carpets at least once a year.
  
- 5.0 **Request from your supervisor information on all cleaning chemicals used in the building. Use only decanters and containers with proper WHMIS labels.**
  
- 6.0 **Take care of equipment**
  - 6.1 Clean all equipment at the end of each shift and store in the proper area
  - 6.2 Report to the supervisor any problems with any cleaning equipment and request repairs when necessary
  
- 7.0 **Ensure building and grounds security**

- 7.1 At the end of each day, ensure windows and all doors are secure
- 7.2 Where required at the end of a shift turn on alarm system
- 7.3 Report any vandalism to the supervisor immediately
- 7.4 Respond to building alarms i.e., fire, intruder, boiler, water, etc.

**8.0 Regularly check e-mail and enter information in Atrieve as required**

**9.0 Other related and reasonable duties as assigned**