

186, 201, 260 DAY SWEEPERS

Qualifications:

1. Good health and physically capable of performing assigned tasks
2. At least 18 years of age
3. Capable of understanding and carrying out instructions
4. Able to get along with children, teachers, and fellow workers.
5. Able to perform tasks with only occasional supervision.
6. Knowledge of and experience in cleaning methods, supplies, and equipment.
7. Dependable.

General Responsibilities:

Provides a clean, healthful, and safe environment for students & staff, including, but not limited to:

- Sweeping
- Dusting
- Mopping
- Cleaning lavatories and metal work
- Cleaning rugs and carpets
- Washing windows and walls
- Washing furniture and polishing
- Running of auto scrubber
- Buffing floors
- Changing light bulbs/tubes
- Security - doors shut/locked
- Keeping walks and steps free of ice, snow, & debris
- Collects and disposes of debris
- Promotes the overall safety and welfare of the students
- Makes repairs within capabilities
- Keeps the assigned area neat, clean, and sanitary
- Reports all damage or wear to school facilities each day to head custodian and/or office
- Performs other duties as assigned by the building principal and/or director of buildings & grounds

Evaluation:

1. Yearly by the building principal and/or director of buildings and grounds

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ADDENDUM REGARDING CENTRAL SCHOOL BOARD OF EDUCATION OFFICES

Qualifications

Trustworthy.
Able to maintain confidentiality.

Responsibilities for Board Office Area

Include, but not limited to:

- Sweeping carpets daily
- Dusting offices daily
- Sweeping and wet mopping tile surfaces daily
- Buffing halls and board meeting room weekly
- Wet mopping restroom floors daily
- Cleaning toilets, urinals, sinks daily
- Clearing sidewalks of snow and ice for all board office meetings
- Changing lights
- Servicing humidifier and dehumidifier
- Cleaning windows and walls as needed

ADDENDUM REGARDING SHELBY SENIOR HIGH SCHOOL WEIGHT ROOM

Responsibilities for weight room area:

Include, but are not limited to:

- Sweeping carpets
- Dusting equipment
- Sweeping and wet mopping floors
- Cleaning windows and walls as needed
- Disinfecting upholstery and equipment
- Cleaning mirrors