

HEAD CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine direction and participatory work involving responsibility for efficient performance of simple repetitive cleaning and minor maintenance tasks. The incumbent of this position actively participates in cleaning and maintenance operations. Work is performed under general supervision of the Director of Facilities or other school administrator, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direction is exercised over a number of cleaners, maintenance workers, and/or laborers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns school year work routines to cleaning staff;
Coordinates cleaning assignments with school bus driving schedules and assignments, for those employees with dual appointments;
Coordinates and changes day-to-day cleaning schedules and assignments with regard to absent employees, special events and activities, weather-related situations, etc.;
Assists with preparation of summer cleaning schedules;
Assists with maintaining, assessing, and coordinating inventories of supplies and equipment, both during the school year and in the summer;
Maintains inventory of cleaning supplies, materials and equipment, keeping accurate records and preparing reports as needed;
Reviews new work orders daily to prioritize and make or change work assignments as necessary;
Meets with school administrators to assess and address special cleaning and events set-up needs;
Acts as liaison between teachers, administrators, staff and the Director of Facilities;
Oversees special set-up and breakdown for building and district activities such as assemblies, concerts and sporting events;
Cleans interior section or sections of school buildings including halls, classrooms, faculty rooms, offices, bathrooms, stairwells, locker rooms, cafeteria and gymnasium;
Performs cleaning and maintenance tasks including but not limited to dusting furniture, washing windows, walls, woodwork, and plumbing fixtures, sweeping, mopping, and waxing floors;
Washes and cleans school buses and may vacuum and clean other vehicles in the motor pool;
Gathers and disposes of refuse;
Replaces paper towels and toilet tissue;
Performs minor repairs such as replacing light bulbs and replacing ceiling tiles;
May trim shrubs, sweep sidewalks and shovel snow;
May secure buildings at night;
Performs a variety of related activities as required.

HEAD CLEANER (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of cleaning methods, materials and equipment; good knowledge of building cleaning principles and practices, materials and equipment; ability to assist with planning and directing the work of others; ability to understand and follow oral and written directions; ability to work well with others; ability to maintain simple records and prepare simple reports; dependability; good judgment; resourcefulness; thoroughness; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and six (6) months of experience in general building and/or facilities cleaning or maintenance work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.