

HEAD CLEANER

GENERAL STATEMENT OF DUTIES: Supervises and performs routine cleaning work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class is responsible for supervising one or more cleaners and for performing routine cleaning tasks.

EXAMPLES OF WORK: (Illustrative Only)

Assigns cleaners to special cleaning tasks;

Checks work of cleaners for cleanliness and thoroughness;

Sweeps and mops floors , corridors, stairs ;

Washes windows, blackboards and lavatory fixtures;

Dusts woodwork, furniture, and other articles;

Empties trash receptacles;

Replenishes lavatory supplies;

Waxes floors and furniture;

Vacuums floors, rugs, carpets;

Replaces light bulbs;

Shovels snow;

Sets thermostats, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of building cleaning practices, supplies and equipment; ability to use building cleaning supplies and equipment; ability to understand and follow simple oral and written directions; ability to supervise the work of others; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) two years of experience as a cleaner; or (b) any equivalent combination of training and experience sufficient to indicate an ability to do the job .

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.

School Districts
J. C.: Non-competitive
(1b)

Job Class Code: S449

Comment: Revised: 11/24/03
JRI1