

**Position:** Cleaner

**Department:** Maintenance

**Reports To:** School Principal, Maintenance Supervisor, and Custodian

## **JOB SUMMARY**

The purpose of the Cleaner position is to contribute to the overall goals and objectives of the School Division by providing custodial services, ensuring effective physical operation and a positive physical environment through the cleanliness of assigned Division buildings. This role is responsible for maintaining a safe and clean environment for students and staff, which includes general cleaning and minor repairs.

## **PRIMARY RESPONSIBILITIES**

The Cleaner performs a variety of duties related to building cleaning and grounds maintenance for assigned Division buildings.

### **Cleaning Duties:**

- Perform a variety of cleaning duties in Division buildings as assigned.
- Sanitize all rooms in designated areas, including washing tables, floors, desks, chairs, doorknobs, and vacuuming or sweeping carpeted and hard floors in classrooms.
- Sanitize washrooms, which involve cleaning toilets; washing stall doors and walls; and wiping counters, mirrors, and problem wall areas such as behind garbage cans and under hand dryers.
- Wipe taps, sinks, and counters; sweep and mop floors; and dust surfaces like window ledges, computers, and shelves.
- Change all garbage bags in assigned areas.
- Stripping and waxing floors.
- Operate a variety of cleaning equipment, such as floor scrubbing machines and vacuums.
- Ensure all cleaning work follows Safe Work Procedures.
- Conduct intensive cleaning beyond routine messes and extra cleaning tasks (e.g., washing walls and interior/exterior windows) when time permits.

### **Grounds Maintenance:**

- Support grounds maintenance around Division buildings to assist the Custodian.
- Ensure all grounds maintenance follows Safe Work Procedures.

**Building Support & Administration:**

- Move furniture and equipment within buildings and between buildings in the Division as requested.
- Receive and inventory materials and supplies as required.
- Assist the Custodian, Principal, Maintenance Supervisor, or other maintenance staff with building projects and maintenance activities as requested.
- Assist the Custodian in completing building and grounds inspections, safety checks and maintain maintenance/safety check logs as assigned.
- Perform minor repairs and assist in maintaining order.
- Handle duties related to rentals as required.

**Communication:**

- Advise the Custodian of any unusual situations or those requiring a Maintenance Work Order as they relate to building cleaning, maintenance, and repair.
- Effectively communicate and maintain positive relationships with colleagues, Division staff, and administration staff.
- Maintain positive communication with and provide information/direction on the use of facilities to outside user groups.
- Receive, refer, and respond to inquiries, complaints, and requests as required.

**Other:**

- Perform other job-related duties as required and/or assigned by the Custodian, Principal, or Maintenance Supervisor.

**POSITION QUALIFICATIONS****Required Education and Experience**

Experience: Prior work-related cleaning experience or equivalent is preferred.

**Required Knowledge, Skills, and Abilities**

- Ability to take initiative and work unsupervised.
- Ability to work effectively with others as a member of a team.
- Ability to communicate effectively with people both orally and in writing.
- Physically fit and capable of physical work.

- Ability to work effectively under pressure and within defined timeframes.
- Flexibility to adjust to changing work assignments.
- Ability to deal with and maintain confidential information.

### **Preferred Qualifications**

- Graduation from Grade 12 or equivalent.
- Current WHMIS training and certification.
- A working knowledge of and experience with commercial cleaning equipment.
- Valid Class 5 Driver's License.

### **COMPETENCIES**

#### **Organizational**

- **Teamwork and Collaboration:** Demonstrates the ability to work cooperatively and effectively with colleagues, Division staff, and external parties to achieve shared goals.
- **Communication:** Communicates clearly, concisely, and professionally, both verbally and in writing, with diverse groups.
- **Adaptability:** Adjusts effectively to changing work assignments, priorities, and environmental conditions.
- **Initiative:** Demonstrates self-motivation and acts without constant supervision to complete tasks and address issues.

#### **Role Specific**

- **Physical Stamina and Dexterity:** Capable of performing physically demanding work, including operating equipment, moving items, and executing cleaning tasks over extended periods.
- **Attention to Detail and Safety:** Meticulously performs cleaning and maintenance duties, consistently adhering to Safe Work Procedures and identifying potential hazards.
- **Independent Work Ethic:** Reliably completes assigned duties with minimal oversight, managing time and tasks efficiently.
- **Confidentiality:** Handles and maintains sensitive information with discretion and integrity.
- **Pressure Management:** Effectively manages workload and responsibilities within established timeframes, even under pressure.

## **WORK CONDITIONS**

### **Physical Demands**

- The role requires the incumbent to be physically fit and capable of performing physically demanding work.
- The intensity of physical effort ranges from low to high intensity, with tasks often requiring more than two hours per day.

### **Environment**

- The role involves constant exposure to disagreeable elements.
- There is a minor to moderate risk of injury, harm, or illness.
- The incumbent works in a team environment but is also expected to work well independently and adjust to changing work assignments.
- The role requires dealing with and maintaining confidential information.