

HEAD CLEANER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving responsibility for leading and participating in building cleaning activities. An employee in this class will either be responsible for a building during an assigned shift or will lead a crew of one or more cleaners. An employee in this class may act as Supervising Head Cleaner in his absence. The work is performed under general supervision. Supervision may be exercised over the work of cleaners.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in all building cleaning activities;
2. Dusts chairs, tables, desks and other furniture;
3. Washes windows, walls, woodwork and chalk boards;
4. Cleans bathrooms;
5. Changes light bulbs;
6. Sweeps, mops, vacuums, washes, strips, waxes and oils floors;
7. Gathers and disposes of refuse;
8. Participates in snow and ice control activities;
9. May occasionally maintain watch over buildings;
10. May act as Supervising Head Cleaner;
11. May assist in setting up and taking down props and equipment for activities;
12. May operate automatic controls on heating and cooling systems;
13. May perform minor repairs (i.e. tightening hinges on doors, repairing faucets);
14. Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment; good knowledge of accident precautions; ability to understand, follow and give simple oral and written instructions; ability to perform cleaning tasks; ability to supervise the work of others; thoroughness; punctuality; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) One year of building cleaning experience;
- OR: (B) An equivalent combination of training and experience.

SV4404

ADOPTED: 8/14/79