

SENIOR HEAD CLEANER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves leading and participating in major cleaning activities at the Community College. The incumbent will direct and assist a cleaning crew in both routine and thorough cleaning of school facilities. This position will be in charge of cleaning activities during a shift and will divide cleaning assignments among the crew. The work is performed under general supervision. Lead and participate supervision will be exercised over Cleaners and Head Cleaners assigned to the shift.

TYPICAL WORK ACTIVITIES:

1. Directs and assists in stripping floors, putting down sealer, etc.;
2. Directs and assists in routine cleaning activities such as dusting, washing, sweeping, etc.;
3. Directs and assists in setups of facility for functions;
4. Directs and participates in snow and ice control activities;
5. Assigns jobs to crew during shift and verifies that all work is completed;
6. May occasionally maintain watch over buildings;
7. May perform minor repairs (i.e., tightening hinges on doors, repairing faucets, etc.);
8. May provide input into evaluation process for cleaning crew;
9. 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 standard safety practices in the cleaning of buildings and use of equipment; skill in operating equipment and tools used in building cleaning; ability to direct the work of subordinate cleaning staff; thoroughness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in the cleaning or housekeeping of a large institution.

SV4412

ADOPTED: 08/07/95