



## School District of Philadelphia

**Title:** General Cleaner, 8 Hours

**Department:** Cleaning

**Reports To:** Building Engineer/Cleaning Leader

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

### **Job Summary**

Performs a variety of custodial tasks in an effort to maintain cleanliness of the facility where assigned. Cleans School District buildings and grounds which may require the use of power equipment.

### **Essential Functions**

- Performs general housekeeping tasks in the cleaning and maintaining of offices, classrooms, cafeterias, auditoriums, shops, multipurpose rooms, lavatories and laboratories, as well as the schoolyard and walkways.
- Sweeps, scrubs, mops, cleans and waxes floors, hallways, stairways, and fire escapes; oil mops floors; removes gum and debris from all surfaces, cleans and dusts walls, lockers, internal/external surfaces, window sills, railings, furniture, fresh air louvers, heating vents, wall trim, locker tops and plumbing fixtures; cleans tiles and windowsills throughout the building.
- Dust mops all vertical and horizontal surfaces; strips, refinishes, buffs and polishes floors and shampoos carpet using equipment such as a vacuum cleaner, foam shampoo scrubber, or carpet extractor; washes walls when required; may be required to climb ladders while performing tasks; polishes brass and cleans glass; washes chalkboards and chalk rails; cleans water fountains.
- Empties wastebaskets and pencil sharpeners; removes graffiti in the interior or exterior of the building when necessary.
- Cleans shower rooms and water fountains; disinfects floors, walls and toilet bowls; polishes fixtures and mirrors; replenishes lavatory supplies such as tissues, towels and soap.
- Locks and unlocks doors and fire tower; may be directed to open/secure building.
- Maintains janitorial service areas and cleaning equipment.
- Outside ground maintenance includes, but is not limited to the following: picking up of broken glass and debris in the schoolyard, sidewalk, entrances and egresses; empties trash cans inside and outside of buildings.

- Reports all health/life and safety related maintenance concerns, including leaking and non-operating fixtures to their immediate supervisor.
- May utilize equipment to perform duties such as weed, snow and ice removal (seasonal).
- Assists in set-up and breakdown of cafeteria tables.
- May be required to paint over graffiti as instructed.
- May carry a single ladder up to 8 feet in length and can assist in carrying ladders in excess of 8 feet.

**Title:** General Cleaner, 8 Hours

### **Minimum Requirements**

- High School diploma or equivalent.
- Six months of full-time, paid, custodial housekeeping experience in a large commercial or public building or group of smaller buildings.

### **Knowledge, Skills and Abilities**

#### **• Demonstrated knowledge of:**

- the practices, methods, techniques, tools, materials and equipment, which are essential to housekeeping activities.
- proper cleaning procedures.
- cleaning solvents and equipment.
- the occupational hazards and safety precautions of housekeeping activities.

#### **• Demonstrated ability to:**

- perform preventive maintenance on all related cleaning equipment.
- apply the proper cleaning techniques necessary to keep assigned facility clean.
- lift heavy loads not in excess of 50 pounds.
- establish and maintain effective working relationships with associates and school staff.
- paint over graffiti as instructed.
- set-up and breakdown of cafeteria tables.
- utilize equipment to perform such duties as weed, snow and ice removal (seasonal).
- carry a single ladder up to 8 feet in length and can assist in carrying ladders in excess of 8 feet.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

HR Use Only	
Title Code	5020
Salary Grade	0133
Bargaining Unit	Local 1201
Date of Establishment	09/99
Date of Last Revision	11/05
Date of New Format	5/11
Analyst	MNC