

HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

POSITION TITLE: CLEANING PERSON

Reports to: Directly: Supervisor of Facilities and Transportation
and Principal

General Description

The Cleaning Person shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality, service, community and stewardship along with confidentiality in the workplace.

Duties and Responsibilities

The cleaning person shall be responsible to the Supervisor of Facilities and Transportation and the Principal in the performance of his/her duties. His/Her responsibilities shall be mainly in the area of cleaning and safe housekeeping.

The person is expected to maintain good working relations with the teachers and respond to teachers' requests within his/her area of responsibility. The cleaning person is a member of a team, ensuring that our schools look in top condition at all times.

Within this general content and without in any way restricting the generality of the foregoing, the cleaning person shall:

- 1) Sweep or dry mop areas of the school once a day and some areas more often if needed.
- 2) Wet mop areas of the school when required.
- 3) Assist caretakers in the scrubbing and waxing of the floors in the school.
-able to work and run all cleaning machines
- 4) Dust items such as desks, tables, radiators, window ledges, chalk ledges, locker tops, and bannisters on a daily basis.
- 5) Clean mirrors, entrance glass and panels in doors daily.
- 6) Dust items such as light fixtures and top of door and window jambs as often as necessary but at least twice a year.
- 7) Wash walls, doorways, doors, and desk tops as required.
- 8) Clean windows thoroughly once per year.
- 9) Vacuum all carpeted areas.
- 10) Keep storage areas neat and tidy.
- 11) Empty garbage and remove from premises.
- 12) Replace burned out lights.
- 13) Report immediately all breakdowns of equipment.
- 14) Check windows and doors to ensure they are locked before leaving at night.
- 15) **CLEAN AND DISINFECT WASHROOM AND SHOWER ROOM FACILITIES DAILY.**