

Night Sweeper

Under the supervision of the Executive Director and Campus Facility Manager, the Night Sweeper is responsible cleaning during elementary school after-school hours while insuring the safety, comfort and security of the building and school campus.

The incumbent is responsible to follow all policies and guidelines as detailed by School policy.

ESSENTIAL FUNCTIONS

- Performs all general cleaning and deep cleaning tasks for CCID Campus (e.g. cleaning bathrooms, vacuuming, washing counters, cleaning mirrors and other surfaces, etc.).
- Insure cleaning tasks are being completed to school and health department standards.
- Performs major summer and winter cleaning of the building (e.g. washing walls, furniture and other building furnishings, hard surfaces, floors, carpets and ceilings).
- Assemble furniture and school equipment as directed.
- Insures that building is secure with locked doors and security systems in operation.
- Monitors the safety of building and grounds (e.g. slippery floors, sharp or broken objects or hazards of any kind).
- Coordinates the readiness of the building for special activities (e.g. community, school and PTO meetings).
- Required to attend all scheduled trainings.
- Must have working understanding of the proper chemicals and machines to use in various types of cleanup.
- Maintains highest level professional standards of conduct and decorum.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- High school diploma, GED or equivalent as reviewed by the Executive Director. Verification may be required.
- Must demonstrate basic competence in reading, writing, and math.
- Requires ability to service, clean and store cleaning and maintenance equipment.
- Requires knowledge of safety procedures (e.g. MSDS, blood borne pathogens, health codes, risk management, IPM, etc.).
- Requires ability to recognize and prioritize safety and cleanliness hazards that need attention.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- A variety of cleaning and repair equipment (e.g. wrenches, drills, snow blowers, floor scrubbers, buffers, vacuums, and small snow plows).
- General maintenance tools.

PHYSICAL REQUIREMENTS---

Not limited to the following:

- Requires the ability to lift a minimum of seventy-five (75) pounds.
- This position involves physical effort (e.g. frequent and prolonged bending, lifting and pushing).
- This position involves repairing and using equipment that requires alertness and care to avoid injury.
- Works with cleaning solvents.
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the evaluation process. It is the employee's responsibility to review and adhere to all CCID and State of Utah policies and procedures.