

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Miscellaneous Sweeper Student (A01) Adult (A05)** Job Family: Custodial
 Department: Schools/District Buildings Lane Placement: Misc (A-A01) (G-A05)
 Supervisor's Title: Principal/Director, Head Custodian Contract: Miscellaneous
 FLSA Classification: Non-Exempt Hours per Day: 1-3.5 hours
 Original date: 5/20 Revised: Revised: Revised: Revised:

GENERAL FUNCTION

Under the supervision of the building principal/director and head custodian, the **Custodial sweeper** keeps the building and surrounding grounds clean. May be assigned specific areas to keep clean. Incumbent performs general and seasonal clean-up tasks as they arise and as time permits. Most positions are evening shift and may assist with checking and maintaining the security of the building.

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

ESSENTIAL FUNCTIONS

- Perform general cleaning duties (e.g. sweeping, mopping and vacuuming floors, dusting, cleans restrooms, emptying trashcans, etc.).
- May be assigned to clean and maintain a specific area of the building or grounds.
- Assigned duties will generally fall under four job assignments, Utility, Vacuum, Light duty, and Restroom Specialists. A sweeper may be assigned areas which include only one specialty or a combination of multiple specialties for the assigned route.
- Job functions involves chemical usage, blood borne pathogens and requires the employee to attend a sweeper training class before working
- Restroom specialists picks up trash, empties trash can, sanitary napkin holders, clean and disinfect fixtures, sinks, toilets, urinals, stall doors, partition walls and mop floors.
- Light duty specialists, picks up trash, empties trash can, dust all horizontal surfaces, remove hard water from sinks, and drinking fountains, clean glass, and disinfect touch points, (phones doorknobs, switches, etc.).
- Vacuum specialists: vacuum assigned area.
- All assignments are responsible for cleaning, and maintaining, equipment used during the cleaning process.
- Utility Specialist is a combination of all sweeper duties
- Report repair problems to head custodian (lights, outlets, sinks, furniture and desks).
- May assist with security of assigned area by locking doors and windows.
- May be assigned to lock doors, perform security check, and set alarm system after school hours.
- Employees are required to complete and comply with material taught in sweeper training and annual safety courses.
- This position requires punctual and regular daily attendance at assigned work location.
- Sweeper hours may be limited according to their age as outlined by the Department of Labor.

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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check when graduated from high school and is 18 years old.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Must be at least 14 years of age as reviewed by the Department of Human Resources. Verification is required.
- Requires participation in a two-hour sweeper training program.
- Requires ability to follow directions and interact well with co-workers, students, patrons, etc.
- Must complete tasks in a timely, efficient manner.
- Requires ability to maintain and follow all safety requirements of the position.
- Must be self-motivated and proactive in completing tasks with minimal direction.

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:

- Cleaning equipment, cleaning chemicals, and basic cleaning tools.
- Wearing of Personal Protective Equipment (i.e. gloves, masks, safety glasses, etc.) as stated in SDS is a condition of Employment.
- Appropriate protective footwear / shoes are required, as part of employee personal clothing. At a minimum, shoes shall completely cover the feet from heel to toe and just below the ankle.

Physical Requirements – Not limited to the following:

- Constant walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, continuous sweeping/mopping (up to one hour), wearing and using backpack vacuum (up to two hours), climbing six foot ladders, age 16 or older, near and far visual acuity.
- Frequent lifting floor to waist up to 25 pounds, awkward carry up to 25 pounds, awkward lift/push and pull/maneuvering.
- Occasional squatting, kneeling, stooping and hearing (continuous)
- Some potential exposure may exist to fumes, chemicals, dirt, dust, grease, cold, heat, body fluids or other harmful chemicals, or pathogens.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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 condition, 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.*