



Kewaskum School District Job Description

POSITION: Cleaning Specialist
CALENDAR: Full Year

SUPERVISOR: Facilities Director
CLASSIFICATION/TYPE: Non-Exempt/Full-time

POSITION SUMMARY

Under the direct supervision of the Facilities Director, this position provides cleaning services for all school district buildings. This role maintains district buildings to ensure facilities are attractive, sanitary and safe. This position collaborates with custodial staff, teachers, and administrators.

ESSENTIAL FUNCTIONS, COMPETENCIES, RESPONSIBILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

ESSENTIAL FUNCTIONS

1. Ensures building spaces are clean, sanitary and safe.
2. Demonstrates knowledge of safety procedures in the use of materials, tools, equipment and chemicals.

COMPETENCIES

- Customer Focus
- Detail Oriented/Accuracy
- Ethical Conduct
- Collaboration/Teamwork
- Self Direction
- Thoroughness/Follow Through
- Composure/Stress Management
- Flexibility
- Organizational Skills
- Discretion/Confidentiality
- Time Management

RESPONSIBILITIES

1. Perform cleaning and disinfecting tasks, such as sweeping, mopping, scrubbing, or vacuuming of the building floors.
2. Extraction of carpets.
3. Disinfect tables, desks, counters, bookcases, chairs, sinks, dispensers, touch surfaces, etc.
4. Clean all glass surfaces.
5. Dust all surfaces not containing glass.
6. Maintain all restrooms and locker rooms with supplies and service needs; disinfect all areas within restrooms and locker rooms.
7. Move furniture as needed.
8. Assists in performing basic routine repairs and replacements as needed on all facility equipment:
 - a. Building interiors
 - b. Painting
 - c. School function set-ups (stage, wrestling mats, etc.)
9. Assist with hazardous waste cleanup and disposal in accordance with DPI/OSHA standards.
10. Maintain records, data, and reports on cleaning and disinfecting.
11. Other duties as assigned.

EDUCATION, EXPERIENCE, QUALIFICATIONS - REQUIRED:

1. High School diploma, GED or equivalent.
2. Valid driver's license and satisfactory driving record.
3. Punctual, regular attendance.

EDUCATION, EXPERIENCE, QUALIFICATIONS - PREFERRED:

1. Familiar with motorized cleaning equipment.
2. Job-related experience with the ability to increase knowledge of expanding responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge and full understanding to operate all cleaning equipment
2. Knowledge of appropriate safety precautions and procedures per DPI/ OSHA.
3. Practice safety precautions and skills when working with hand and power equipment.
4. Establish and maintain a productive relationship with those in the work environment.
5. Lift heavy objects and/or lift tools and objects overhead and safely.
6. Work independently with little or no supervision.
7. Basic computer and data collection skills.
8. Interpersonal skills using poise, patience and courtesy.
9. Meet schedules and deadlines.
10. Understand and carry out oral and written directions independently.
11. Read, write, and understand basic math at the level warranted for required job performance.
12. Observe legal and defensive driving requirements. Maintain a valid and appropriate driver's license.
13. Ability to perform duties with awareness of all district requirements and Board of Education policies.

WORKING RELATIONSHIPS: Ability to relate well with students, parents and families, staff, school board, and the public. Ability to establish and maintain effective working relationships.

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The employee:

- Primarily operates in an educational building environment.
- Routinely uses standard cleaning equipment.
- Routinely moves furniture, bleachers, and athletic equipment.
- Occasionally exposed to changing temperatures, humidity, dust, fumes, and gasses.
- The noise level in the work environment is typically low to moderate.
- Occasional travel between buildings therefore a valid driver's license and reliable vehicle is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently use both hands for tasks that require simple and fine motor skills.
- Continuously stand and walk
- Frequently climb ladders, bend, kneel, stoop, crouch, and reach.
- Occasionally use a computer, thus manual dexterity required.
- Frequently lift, carry, push, and pull items up to a maximum of 25 pounds.
- Occasionally lift chest to overhead up to a maximum of 25 pounds.
- Occasionally lift, carry, push, and pull items up to a maximum of 50 pounds for up to 500 feet.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED TRAVEL: To and from school buildings within the district. Potential professional development opportunities may be expected for this position, conducted within reasonable driving distance.

EXPECTED SCHEDULE:

Employee must be available during the "core" work hours as determined by your Supervisor. This may include evening and weekend hours. Seasonal schedule changes may exist.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Kewaskum School District does not discriminate on the basis of the protected classes of race, color, national origin, age, sex, pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, national origin, ancestry, arrest or conviction record or any other characteristic protected by law in its employment practices. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

EMPLOYEE ACKNOWLEDGEMENT & UNDERSTANDING

I acknowledge that:

- I have read this job description and completely understand all of my job duties and responsibilities.
- I am able to perform the essential functions as outlined with or without reasonable accommodations.
- I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description.
- I understand that if I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an administrator.
- I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or administrator.
- I shall serve as a positive role model for students in how to conduct themselves as citizens and as a responsible, intelligent human being. I will help instill in students the belief in and practice of ethical principles and democratic values.
- I shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout my employment in the District.
- I understand this job description is not designed to cover or contain a listing of all activities, duties or responsibilities that are required of this job. The requirements listed are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. Duties, responsibilities and activities may change at any time with or without notice. And, to perform this job successfully, I must be able to perform each duty satisfactorily.
- I have discussed any questions I may have about this job description prior to signing it.
- I received a copy of this same job description for my records.

Employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Printed Name:

Date:

Approved: May 2024