



SENIOR CLEANER

Jurisdiction Class:	Competitive
Civil Division:	ALL
Adoption by YCCSC:	5/5/1999
Revised by PO:	10/26/2016
Revised by PO:	4/20/2021

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing repetitive manual work and for overseeing Cleaners to ensure that assignments are performed properly and diligently. The incumbent also actively participates in work as assigned. The incumbent works under the direct supervision of the Buildings and Grounds Supervisor or other supervising authority depending on location. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and participates in repetitive manual work tasks;
Ensures that Cleaners are performing their job duties properly and diligently;
Dusts chairs, tables, desks, and other furniture;
Washes windows, walls, woodwork, water closets, tubs, and bowls;
Sweeps, mops, vacuums, waxes, and washes floors;
Refills soap, towel, and paper dispensers;
Reports any defective fixtures or mechanical equipment to supervisor;
Maintain bathrooms by cleaning and sanitizing sinks, toilets, floors, etc;
Empties wastebaskets, collects and disposes of trash, cardboard and other recyclable;
May arrange chairs, tables and other equipment for special use of buildings;
May load and unload trucks;
Maintains safety data sheets (SDS records) and labels for cleaning supplies;
Assists with staff training policy and procedure relating to cleaning;
Replaces defective light tubes;
Cleans and polishes furniture and brass;
Assists supervisor with a variety of building maintenance or repair tasks;
May deliver packages;
Responsible for ordering and maintaining inventory;
May assist with interviewing and hiring of cleaning personnel;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of common cleaning methods, materials, and disinfecting methods;
Good knowledge of cleaning and maintenance equipment (e.g. vacuum cleaner, carpet shampooer and floor buffer);
Good knowledge of recycling procedures;
Ability to participate in assigned projects and lay-out work for others;
Ability to understand and follow oral and written instructions;
Ability to perform routine cleaning tasks;
Ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion;
Ability to establish and maintain effective working relationships with others;
Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; AND four (4) years of building maintenance or relevant cleaning experience.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.