

HEAD CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for overseeing building cleaning operations. The work is performed under general supervision with leeway allowed for the exercise of independent judgement in keeping buildings up to approved standards of cleanliness. General supervision is exercised over the work of Cleaners. A Head Cleaner does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules, assigns, and instructs cleaning personnel;
- Inspects buildings regularly to insure standards of cleanliness and orderliness are maintained;
- Sweeps, mops, strips, and waxes floors;
- Washes windows, walls, sinks, and other fixtures;
- Empties waste baskets, collects and disposes of rubbish;
- Cleans and shampoos carpeting;
- Examines doors, windows, and entrances to insure building security;
- Requisitions, receives, distributes, and maintains records of cleaning supplies and equipment used.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies, and equipment and ability to use them efficiently and economically; ability to supervise the work of employees involved in cleaning activities; ability to understand and follow oral and written directions; a willingness to perform routine cleaning tasks; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of building cleaning experience.

SPECIAL REQUIREMENT: In jurisdictions where required, possession and maintenance of the appropriate class NYS driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

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