



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR CLEANER

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. If the position for which you are applying is in a school district, please contact the school district for availability and salary information.

CLEANER GENERAL STATEMENT OF DUTIES:

Performs routine building cleaning duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work requiring efficient performance of simple cleaning tasks under general supervision. The work of employees in this class involves only the thorough execution of tasks which follow a well established routine.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Dusts chairs, tables, desks and other furniture;
Washes windows, walls, woodwork, ceiling fixtures, bathrooms;
Sweeps, dustmops, mops and washes floors;
Gathers and disposes of refuse;
Cleans and polishes furniture and brass;
Vacuums carpets;
Reports any maintenance that is required to repair or replace vandalism, light bulbs and signage;
Sweeps sidewalks and entrances
Stripping, sealing and waxing of tile floors;
Shampoos, bonnetts, extracts carpets;
May shovel snow from entrances, if required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required, but some experience in building cleaning work is desirable.