

**OFFICE OF HUMAN RESOURCES
RECRUITING & STAFFING DEPARTMENT**

Position:	Substitute Light Cleaner
Posting Date:	December 11, 2009
Close Date:	Open
Location:	Plant Operations
City Residency Required:	Yes
Certifications Required:	None

Job Goal: Typically, this position involves cleaning classrooms, washrooms, and cleaning windows or other areas that can be reached but are no more that six feet from the floor. The light cleaner may be requested to perform some or all of the duties of a heavy cleaner in which case a pay differential would be in effect as specified by the contract.

Qualifications: High School diploma or equivalent required.

Essential Job Functions:

1. Sweeps halls and classrooms.
2. Dusts and washes chalkboards and chalk trays.
3. Wipes off and cleans desktops.
4. Cleans bathroom fixture, toilets, mirrors etc.
5. Washes walls in bathrooms and classrooms.
6. Cleans fixture, windows, and other areas that can be accesses with an 8' stepladder, but are no more that six feet in height.
7. Replaces light bulbs that can be accessed but are no more that six feet from floor.
8. Removes lighter loads of rubbish from classrooms and bathrooms.
9. Mops floors in bathrooms, classrooms and small hallways.
10. Spot cleans and mops stairwells as needed.
11. Thoroughly mops stairwells once per week.

Competencies:

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed. (optional)

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.(optional)

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Stakeholder Relations - The ability and willingness to interact and communicate effectively with stakeholders (parents, community organizations, staff members, etc.).

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Salary range:	\$9.76 per hour
Work Year:	12 Months
FLSA Status:	Non-Exempt

Application Instructions: Interested applicants must apply via the links below and attach an updated resume in order to be considered for this position. Once you apply, please print out the Non-Certified Application via our website. This will be required if you are considered for an interview.

Apply Online (Current PPS Employees):	https://apply.pps.k12.pa.us/internal
Apply Online (Non PPS Employees):	https://apply.pps.k12.pa.us/external

CERTAIN TRANSFERS AND PROMOTIONS, PURSUANT TO STATE LEGISLATION, MAY REQUIRE AN EMPLOYEE TO OBTAIN AN ACT 151 CLEARANCE AT A COST OF \$10, PAYABLE BY THE EMPLOYEE. NEGATIVE REPORTS WILL BE REVIEWED ON A CASE BY CASE BASIS AND APPROPRIATE ACTION WILL BE TAKEN.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. **For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968**