



Canyons Custodial Education Program Senior Sweeper Job Card



Route: Senior Sweeper

School/Location:

Job Cards	Time Assigned	General Information
<p>See Light Duty Job Card</p> <p>See Vacuum Job Card</p> <p>See Restroom Job Card</p> <p>Follow Mopping Route</p>		<p>This job function involves Chemical Usage, Blood Borne Pathogens and requires the employee to attend a <u>Sweeper Training Class.</u></p>
Full Route	17 Hours Per Week	

Daily and Weekly Cleaning Procedures *follow these steps in order*

- 1 Check-in with the Head Custodian.
- 2 Record your start time on your time sheet and start your route.
- 3 Meet with Sweepers and make sure all Routes are covered, call-in Subs. if necessary.
- 4 Use the appropriate PPE; safety glasses, gloves and proper shoes.
- 5 Follow Light Duty Job Card (green), supervising Sweepers as you work.
- 6 Recheck your work before moving to the next classroom or area.
- 7 Collect the Sweeper's trash from their Routes and take to the dumpster, supervising Sweepers as you work.
- 8 Check-out Sweepers, make sure all keys have been returned.
- 9 Follow Vacuum Job Card (blue).
- 10 **Mop assigned tile floors as per the following schedule, Supervising any remaining Sweepers as you work.**

Mon	Tues	Wed	Thurs	Fri
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- 11 Recheck your work before moving to the next classroom or area.
- 12 Complete other duties as assigned per the Head Custodian.
- 13 Do a complete security check.
- 14 Fill out time sheet, set alarm and go home.
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____