Canyons Custodial Education Program
Senior Sweeper Job Card

Route: Senior Sweeper
School/Location: ____________________________

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

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**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.
10. **Mop assigned tile floors as per the following schedule, Supervising any remaining Sweepers as you work.**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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</table>

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.

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