



Custodial/Grounds Services

Sweeper Rules



1. All Sweepers must be here by _____
2. If you are going to be late, call the Assistant Facility Manager at _____ or Lead Custodian at _____ as soon as possible.
3. If you are sick, you must call the Assistant Facility Manager, Lead Custodian, or Senior Sweeper before noon. Failure to report your absence from work may be cause for termination of employment. Remember frequent absences and/or tardiness are also grounds for dismissal.
4. For non-sick absent days, notify the Assistant Facility Manager, Lead Custodian, or Senior Sweeper at least 2 days in advance.
5. **Work the full time you are getting paid for. Your 'start time' is the time you actually begin working, not just when you arrive at work. Your 'end time' is the time you complete your route and/or assigned tasks, not just when you are ready to leave the building. Be accurate when reporting your time. Misrepresentation of hours worked may result in termination of employment.**
6. Employees who work less than four hours, do not receive paid breaks. Always work the full time you are getting paid for.
7. **No unauthorized equipment is to be used. This includes, but not limited to, such things as computers, phones, printers, copy machines, etc.**
8. Sweepers should not go through Faculty members' desks, filing cabinets, papers, etc.
9. Sweepers should not have food or beverages in their work areas.
10. Friends and/or relatives should not be with or follow you while you are working.
11. Sweepers are always under scrutiny. Talking/Texting on cell phones is not allowed during work time, except for emergencies. Phones are allowed to be used with music, and earbuds, with only one earbud inserted in ears.
12. You are responsible for your area. If you see someone in the building that should not be there, inform the Lead Custodian, Senior Sweeper, or Teacher to ask him/her to leave.
13. You are not authorized to be in any part of the building other than your assigned area, unless authorized by the Assistant Facility Manager, Lead Custodian, or Senior Sweeper to help elsewhere.
14. Office areas are off limits except to the person cleaning the area.
15. Report any physical damage to the building such as broken furniture, broken light fixtures, damaged walls/doors, loose toilet seats, leaking water, etc., to the Lead Custodian or Senior Sweeper.
16. Inform the Lead Custodian or Senior Sweeper in the event of accidental breakage, such as lamps, machines, pictures, etc.
17. Negligent or willful damage to school property or equipment and/or waste of school/custodial supplies could result in termination of employment.
18. Shortage of supplies should be reported to the Lead Custodian or Senior Sweeper.

19. **You need to use the correct chemicals for the correct job. DO NOT MIX CHEMICALS, if you do not know something ASK!**
20. You are responsible for keeping all equipment you use clean and well maintained. All Custodial Closets and Supply Rooms are to be kept clean and neat.
21. **Injuries on the job must be reported to the Assistant Facility Manager, Lead Custodian, Head Secretary, or Principal within 24 hours. Serious accidents requiring medical treatment should be reported immediately by calling our Security department at 801-255-1985. IN AN EMERGENCY CALL 911.**
22. **Due to Child Labor Laws: 14- and 15-year-old Sweepers MAY NOT use ladders 6 feet or taller, Aerial Work Platforms (i.e. genie lift, scissor lift, etc.), or any fuel-powered equipment.**
23. **No Sweepers are allowed on the roof of any Canyons School District Building.**
24. As an employee, it is expected that you follow the same dress code that is required for full-time employees of Canyons School District. You are a representative of the District, please follow the Canyons School District Employee Dress Code and Appearance Policy GBEB-R-2 which states:
 - Employees of Canyons School District are expected to adhere to standards in grooming and dress which reflect a positive image to students and patrons and which are in keeping with a professional education system.
 - Employees shall maintain standards of personal cleanliness, which are conducive to good health and contribute to a pleasant working environment.
 - Employees shall be neatly groomed and dressed in clothing, which is suited to the day's work or activity.
 - Employees shall dress in a manner befitting adult who serve as role models for students.

Failure to observe the above policies and procedures will be justifiable cause for termination. If you come to work inappropriately dressed you will be asked to go home and change or told you will not be able to work for that day. Repeat offenses will be justifiable cause for termination.
25. **You are required to follow all policies and procedures of the school or District building where you work.**
26. **Upon completion of your job, be sure to recheck the area to see that everything is in order. Be sure doors and windows are locked and secured and all lights are turned off.**
27. I understand and agree that, if employed as a part-time employee, the employment will be "at will". That is, either Canyons School District or I may end the employment relationship at any time, for any reason, or for no reason.

I have read and understand the above, and have received a copy.

Employee Signature

Date

Employee Name (PRINT)

Parent/Guardian Signature

Date

Assistant Facility Manager Signature

Date