



## 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 \_\_\_\_\_ as early 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 will be cause for dismissal. Remember frequent absences and/or tardies 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 start working or check in with the Senior Sweeper or Lead Custodian not when you arrive at work. Your “end time” is the time you finish your route not 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 such things as, adding machines, copy machines, printers, computes, etc. Failure to follow this rule may be cause for dismissal.
8. Sweepers should not go through Faculty members’ desks or papers. Remember, Sweepers are always under scrutiny.
9. **Sweepers should not have food or beverages in their work areas.**
10. **Friends or relatives should not be with you or follow you while you are working.**
11. **Sweepers are always under scrutiny. Talking on the telephone or talk/text on cell phones during work hours gives the wrong impression.**
12. You are responsible for your area. If you see someone in the building that should not be there, have the Lead Custodian, Senior Sweeper or a teacher ask him or her to leave.
13. You are not authorized to be in any part of the building other than your assigned area, unless help is needed elsewhere.
14. Office areas are off limits except to the person cleaning the area.
15. Please report any physical damage to the building such as broken furniture, broken light fixtures, and damaged walls or doors, 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 waste of school supplies or equipment could result in dismissal.
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 and all Custodial closets and supply rooms clean and neat.
21. **Injuries on the job, regardless of how minor, 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 801-255-1985 in an Emergency dial 911 first.**
22. **14 and 15 year-olds may not use ladders 6' or taller, Genie lifts, or any gas 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 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 adults 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 to 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 of the same.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Facility Manager Signature

\_\_\_\_\_  
Date