

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SUMMER HELP FOR BUILDINGS & GROUNDS

GENERAL DESCRIPTION: The purpose of the position is to perform buildings and grounds tasks under general supervision within district facilities. Employees perform related work as directed. Employees in this class are responsible for accomplishing a variety of custodial tasks indoors and outside, that provide school personnel, students, and the public with an environmentally safe, attractive, comfortable, clean, and efficient place in which to work and conduct school activities. This position is seasonal. Openings will be posted annually.

QUALIFICATIONS: Must be 18 years of age or older with a high school diploma or GED preferred, supplemented by previous experience demonstrating ability to safely and effectively operate standard facility custodial equipment, and ability to fulfill the physical requirements of the work. An equivalent combination of other education, training, and experience may be accepted.

KNOWLEDGE: Requires knowledge and experience of cleaning and maintenance in large facilities along with maintenance of grounds. Requires knowledge of basic rules of sanitation and safety. Familiarity with electrically powered custodial equipment, hand-held supplies, cleaning tools and gas-powered grounds equipment required.

SKILLS:

1. Must be able to perform semi-routine standardized work with some independent judgment concerning choices of action.
2. Must have good human relation skills and be able to communicate with others in order to obtain information or clarify details.
3. Must have the ability and willingness to learn a wide variety of tasks required in custodial work and grounds maintenance.
4. Must be able to arrange, compare, count, differentiate, measure and/or sort data and information.
5. Must be able to perform addition and subtraction.

ABILITIES:

1. Requires the ability to operate and control the actions of electrically powered custodial equipment, hand-held supplies and cleaning tools.
2. Requires the ability to operate and control the actions of gas-powered grounds equipment.
3. Requires ability to understand and carry out written and oral instructions.

4. Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties which may be subject to change from time to time.

CLASSIFICATION: This position is designated as a seasonal support position.

REPORTS TO: Reports to the Facilities Supervisor or Grounds/Maintenance Supervisor.

SUPERVISES: Not Applicable.

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

1. Uses electrical cleaning equipment in the cleaning of the assigned facility during hours assigned, i.e., vacuum cleaners, shampoo machines, high speed buffers.
2. Uses appropriate chemicals and cleaners safely and productively according to instructions and established State Department of Education regulatory to ensure personal, student, public, and staff safety.
3. Ensures assigned areas are properly opened daily, and fully secured upon completion of daily tasks, i.e. locking doors and windows, turning off electrical units.
4. Performs custodial tasks, i.e. emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls.
5. Performs sanitizing tasks in various facility areas, i.e. restrooms, kitchen and food areas, cafeterias.
6. Performs physically demanding tasks requiring use of heavy custodial equipment, i.e. mopping, stripping, waxing, floor buffing.
7. Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e. spills, broken windows, broken locks.
8. Moves furniture and other equipment in the performance of duties.
9. Cleans equipment and tools after use and maintains cleanliness and order in storage areas.
10. Reports equipment malfunctions and facility maintenance needs to immediate supervisor.
11. Performs routine maintenance on facility custodial equipment, such as changing vacuum cleaner belts and bags, and changing buffer machine pads.
12. Performs non-cleaning tasks in general facility maintenance, i.e. changing light bulbs, filling paper and soap dispensers, assisting in setting up for meeting/conferences.
13. Functions independently, or as part of a custodial crew depending on the nature of the task, such as in seasonal facility preparations, or other major custodial projects.
14. Performs painting tasks, i.e. walls, partitions, stairwells and bannister in a clean and neat manner.
15. Uses gas-powered grounds equipment for cutting lawns and fields with push mowers, riding mowers, and weed wackers.

16. Performs grounds tasks, i.e. picking up trash, limbs, leaves, and clippings, using rakes, hoes, and shovels.

The list of essential functions, as outlined above, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

WORKING ENVIRONMENT:

1. Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-75 pounds); may occasionally involve heavier objects and materials (up to or exceeding 100 pounds).
2. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Most tasks require visual perception and discrimination.
3. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents. Job is performed for the most part in a school setting, with occasional outside weather conditions. Noise level is that of a typical school.

TERMS OF EMPLOYMENT:

1. Seasonal, up to 5 days per week, full time 8 hours per day, or part-time as contracted
2. Clear criminal background check is required.
3. Verification of health to perform job is required.
4. Must have a valid driver's license.
5. Seasonal support contract with salary and benefits as defined by School Board policy.

The Epping School District is an Equal Opportunity Employer.