

EVENING MAINTENANCE

Position Goals:

To provide a safe, clean environment for learning. Responsible for all aspects of the maintenance and operation of the physical plant and property of the school.

Qualifications:

- Experience in dealing with students.
- Experience with basic security and/or cleaning tasks.

Desirable Traits and Attitude:

- Will possess good organizational and interpersonal skills.
- Conducts himself in a professional and ethical manner.
- Respects the values of confidentiality and integrity.
- Has the ability to work independently, organize, and use time effectively.
- Has the ability to work with frequent interruptions and adapt to changing circumstances.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems in the school community.
- Dresses appropriately for a school setting.
- Demonstrates good stewardship in his service to the school.
- Must possess knowledge of occupational safety and health regulations.
- Be able to safely work with cleaning chemicals and refuse.
- Adhere to the principals of the school and support its mission statement.

Supervision:

The Evening Maintenance Position reports directly to the Maintenance Supervisor.

Terms Of Employment:

This is an at-will position for the school year with an annual evaluation and review. Salary commensurate with experience. Benefits as outlined in the contract and Faculty Resource Guide.

Major Duties and Responsibilities

Performance Responsibilities:

- Responsible for overall condition of building.
- Responsible for overall condition of the cafeteria.
- Notifies the Maintenance Supervisor or Business Administrator concerning the need for major repairs.
- Assist, when necessary, with special projects designated by the Maintenance Supervisor and the Business Administrator.
- Clean cafeteria windows and doors as necessary.
- Maintains building, performing minor routine maintenance activities.
- Secures building, windows and doors, after all evening activities completed.
- Works as liaison with contracted cleaning service company ensuring any concerns are addressed.
- Clean athletic facility floors for all scheduled school events.
- Clean gymnasium floor during varsity basketball games.

Evidence Of Performance:

- Demonstrate interpersonal, time, conflict, and stress management skills.
- Comments, positive and negative, of performance responsibilities.
- Job responsibilities completed as required.