



**Job Title:** Buildings and Grounds Staff/Housekeeping

**Department:** Buildings and Grounds

**Supervisor:** Director of Buildings and Grounds

**Position Overview:** Buildings and Grounds Staff/Housekeeping contributes to the cleanliness of all campus buildings. Self-motivation and quality work is required to complete day to day operations.

**Employment Classification:** Full-time, non-exempt with benefits

**Scheduled Days and Hours:** Monday-Friday, 40 hours per week. Events as needed, Occasional overtime, weekends, evenings, overnights.

## PRIMARY DUTIES

### Essential Job Functions

- Reflect the Mission of The Gow School to students, faculty and the community, and adhere to all company policies as listed in The Gow School Employee Handbook;
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of kindness, respect, honesty and hard work;
- Demonstrate commitment to the philosophy and goals of The School and devotion to the position, with a sense of selflessness; demonstrate ownership and "buy-in" to the influence and impact on the program.

### Housekeeping

- Responsible for weekly cleaning of dormitories, classrooms and classroom buildings, and offices, as follows:
  - Sweep and mop floors
  - Clean and disinfect toilets, urinals, showers, and sinks
  - Wipe down bathroom partitions
  - Empty trash and recycling
  - Clean kitchenette, if applicable
  - Clean/replace shower curtains when necessary
  - Refill toilet paper, paper towels, and soap dispensers
  - Tidy common areas
  - Clean glass within entrances
  - Dust furniture
  - Wipe table tops, bases and chairs
- Monitor cleaning supplies inventory and report ordering needs to the office of Buildings & Grounds;

### Health & Safety

- Attend safety training sessions, as required by the Director of Buildings & Grounds;
- Report any safety issues / concerns to the Director of Buildings and Grounds and assist with solution.



### **Operation & Maintenance of Equipment**

- Responsibly operate all school vehicles, equipment, and implements;
- Assist with the daily up-keep of buildings and grounds equipment;
- Assist the Director of Buildings and Grounds with project supervision.

### **Miscellaneous**

- Other maintenance duties may be assigned from time to time to assist in the smooth operations of the campus;
- Overtime hours will occasionally be required for special school events.

### **Required knowledge, skills and abilities**

- Must be detail orientated
- Excellent organizational skills
- Efficient problem-solving abilities
- Teamwork oriented and flexible
- Self-motivated

### **Job Requirements**

- High school diploma
- Valid driver's license