

Birmingham Community Charter High School Building and Grounds Worker

Title: Building and Grounds Worker
FLSA Status: Non-Exempt
Reports to: Assistant Plant Manager or Plant Manager
Supervises: N/A

DEFINITION:

Under general supervision of the Plant Manager or Assistant Plant Manager, performs routine and assigned tasks of assigned areas of buildings and grounds in a clean, sanitary and safe condition.

ESSENTIAL FUNCTIONS:

- Sweeps, dusts, cleans, scrubs, strips, seals, waxes, polishes, and mops floors in classrooms, kitchens, dining halls, toilet rooms, offices and similar facilities
- Removes spots from floors, walls, woodwork, furniture, and fixtures and cleans chalkboards and erasers
- Cleans, dusts, high dusts, and polishes woodwork, glass, hall lockers, furniture, air intake screens, and louvers, fixtures and other installations
- Washes and scrubs walls, lavatory fixtures, inside glass, windows, painted surfaces, and drinking fountains, and sanitizes refrigerators and beverage coolers
- Operates equipment, such as floor polishing and scrubbing machines, wall washing machines, steam shampooers, vacuum cleaners, lawn mowers, lawn edgers, weed eaters and power sweepers
- Services soap dispensers, towel boxes and similar facilities
- Sweeps and hoses blacktops, tennis courts, playgrounds, sidewalks, and parkways, replaces electrical plug fuses, incandescent bulbs and fluorescent tubes
- Moves and adjusts chairs, desks, tables, other furniture and equipment and prepares rooms for meetings
- Receives, checks, and delivers custodial and instructional supplies and receives and stores grocery orders delivered during the summer
- Locks and unlocks doors, gates, windows, transoms and storerooms
- Assists in providing security for buildings and grounds, contacts proper authority for assistance as needed, and may escort authorized and unauthorized persons in and from buildings and grounds
- Provides information in regard to locations of various school facilities, participates in the opening and closing of facilities, and represents the school to the public in the use of the school as a community center
- Cleans, maintains, services and makes minor adjustments to space heaters
- Drains water from compressed air tanks
- Checks and maintains oil level in air compressors
- Gathers and disposes of rubbish, paper, leaves, and debris, and empties and washes refuse containers
- Waters and tends lawns, shrubs, and trees; and operates manual and automatic watering systems
- Keeps records relative to equipment and furniture
- Identifies and reports information regarding vandalism, theft, fire damage, floods, and identifies, records and reports maintenance needs
- Performs a variety of unscheduled custodial duties as requested by the school office and teachers
- Tends lawns, turf, and shrubs by mowing, edging and pruning

Building and Grounds Worker

- Keeps drains and flow lines in lawns and other planted areas free from debris
- Attends in-service training as directed
- Makes minor repairs to building hardware, plumbing, woodwork, building equipment and furniture
- May perform a variety of cleaning and other manual tasks in a cafeteria
- May operate power sweepers and low pressure heating plants
- May receive, account for, store, issue to students, pick up, prepare for returning and safeguard towels in a gymnasium
- May raise, lower and case flags
- May check classroom, hot water and fuel oil temperatures
- Performs related duties as assigned

KNOWLEDGE OF:

- Cleaning materials, such as soap, detergents and solvents
- Methods of cleaning floors, lavatories, and other areas of school buildings
- Sterilization and sanitation methods used in custodial work
- General grounds maintenance practices, machinery and equipment

ABILITY TO:

- Understand and follow written and oral instructions
- Recognize maintenance needs and make minor repairs to materials, fixtures and equipment
- Read water, gas and electric meters
- Safely operate floor polishing and scrubbing machines, wall washing machines, steam shampooers, vacuum cleaners, lawn mowers, lawn edgers, and other types of power machines
- Work harmoniously with students, administrators, P.T.A. groups, teachers and others

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a custodial training course.

EXPERIENCE:

One year of documented paid experience in providing cleaning services in commercial and/or public facilities may substitute for the required training course.

SPECIAL:

A valid California Driver License and use of an automobile may be required for this position.

PHYSICAL DEMANDS:

- Safely lift and carry items weighing up to 50 pounds
- Safely move heavy supplies, machinery, and equipment
- Stamina to stand and walk for long periods of time
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform moderate to heavy physical exertion
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Building and Grounds Worker

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date