

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

SUMMER STUDENT MAINTENANCE ASSISTANT

QUALIFICATIONS

1. Enrolled at Cumberland Regional High School at time of hire.
2. Good academic and disciplinary standing for the semester preceding the assignment.
3. Good moral character.
4. Good oral and written communication skills.
5. Able to follow instructions and work independently.

REPORTS TO

Buildings and Grounds Supervisor or designee.

JOB GOAL

To assist the full-time Maintenance and Custodial staff in performing routine duties and responsibilities during the summer transition process.

PERFORMANCE RESPONSIBILITIES

Perform routine maintenance and custodial work, which includes but is not limited to:

1. Lifting/moving furniture and equipment.
2. Painting.
3. Drywall repair.
4. Ceiling tile replacement.
5. Perform regularly planned and preventative maintenance and custodial routines.
6. Assist Maintenance employees with various remodeling and repair projects.
7. Assist Custodial employees with various general cleaning projects.
8. Report the status of job assignments to your Supervisor on a daily basis.
9. Maintain a professional appearance and working relationship with district personnel and visitors.
10. Other duties as assigned by the Buildings and Grounds Supervisor and/or the Principal.

TERMS OF EMPLOYMENT

Set by Board of Education. Summer position. Not to exceed 28 hours per week.

EVALUATION

Informal summary will be prepared by the Buildings and Grounds Supervisor at the end of the defined timeframes.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **March 28, 2019**