



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

BUILDING SERVICE WORKER

LOCATION:

To be determined

POSITION SUMMARY:

Performs building cleaning and related facilities support work in schools and administrative buildings. This position requires manual work relating to efficient performance of general cleaning and routine maintenance tasks. The nature of the work is repetitive and requires sustained physical effort and involves some heavy work in moving or lifting furniture and equipment. Position requires significant periods of standing and walking and is performed in a typical school environment. Employees are required to think, concentrate, and interact with others. Employees are expected to come to work regularly and promptly. Employees must be able to work under stress and meet all deadlines. The work is usually inspected in detail upon completion. Incumbent receives general direction and evaluation from principal, supervisor of Operations, or designee.

REPORTS TO:

Principal, Supervisor of Operations, or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma, possession of a general education development (GED) program certificate, or Maryland high school certificate of attendance preferred

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of cleaning methods, materials, and equipment
2. Ability to operate custodial equipment
3. Must know the proper use of mops, brooms, floor machines, and related equipment
4. Must possess good human relations and communications skills
5. Ability to read and write
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs cleaning duties such as sweeping, mopping, and scrubbing of floors and other surfaces
2. Cleans cafeteria during and after lunch, cleaning tables, emptying trash, dust mop floors, and cleaning up spills.
3. Cleans and maintains sinks, water fountains and restrooms.
4. Vacuums carpets and uses carpet cleaning machine
5. Dusts and cleans furniture, chalkboards, blinds, unit ventilators, registers, vents, and light fixtures
6. Cleans doors, glass windows, mirrors, and chrome fixtures
7. Uses floor machines in stripping, waxing, and polishing of floors
8. Replaces lamps and ceiling tiles
9. Removes snow and ice from sidewalks
10. Sets up for assemblies and other meetings/programs
11. Works at elevated heights using ladders, scaffolds, or lifts
12. Lifts and moves heavy objects and performs manual labor
13. Collects trash and recycling and places in appropriate dumpsters for removal
14. Assists in maintenance and care of the school grounds
15. Assist with secures doors and turns off lighting at the end of the evening.
16. Removes snow and ice from sidewalks
17. Sets up for assemblies and other meetings/programs
18. Keeps grounds clear of people not on official school business
19. Assists visitors by giving directions and needed explanations
20. Assists law enforcement officers as directed by the principal
21. Attends safety, maintenance, and custodial meetings as requested by the building services manager, principal, and supervisor of Operations
22. Thinks, concentrates, and interacts positively with others
23. Comes to work regularly and promptly
24. Works under stress and meets deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the building principal, Supervisor of Operations, or designee

PHYSICAL DEMANDS:

Requires moderate physical effort, including lifting and carrying objects weighing up to fifty (50) pounds

UNUSUAL DEMANDS:

May be subject to a flexible work schedule

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 3). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic

information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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