

ST. MARY'S COUNTY PUBLIC SCHOOLS
TEMPORARY/HOURLY POSITION DESCRIPTION

SUBSTITUTE BUILDING SERVICE WORKER

POSITION: Substitute Building Service Worker

REPORTS TO: Department of Operations

LOCATION: Department of Operations/Various Sites

NATURE OF WORK:

The Building Service Worker is primarily responsible for providing operational service during the evening hours with the goal to ensure a safe, clean, and healthy learning environment for students that meets the standards set forth by the Department of Operations. This position also delivers consistent, proactive customer service to students, faculty members, and the school community. Scheduling for this position varies depending on the individual school site.

ESSENTIAL FUNCTIONS:

- Effectively and efficiently participate in the team cleaning site plan provided by the Building Service Manager;
- Provides support of after-hour activities by school and community groups; and
- Reports maintenance or facility problems to the Building Service Manager.

DUTIES AND RESPONSIBILITIES:

- Performs a full range of custodial tasks, including:
 - Sweeping, mopping, and scrubbing of floors and other surfaces;
 - Using heavy (industrial type) floor machines in stripping, waxing, and polishing of floors;
 - Vacuuming carpets and uses carpet cleaning machines;
 - Lifting and moving heavy objects and performing manual labor;
 - Collecting trash and debris and placing in dumpster for removal;
 - Cleaning and servicing sinks and restrooms;
 - Dusting and cleaning furniture, chalkboards, venetian blinds, unit ventilators, registers, vents, and light fixtures;
 - Cleaning doors, glass windows, mirrors, and polishing metal fixtures;
 - Replacing light bulbs and ceiling tiles.
- Moves and sets up furniture to support all school functions;
- Possesses and effectively utilizes knowledge of methods, materials, and practices used in operational support of school activities;
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment;
- Can follow both written and verbal instructions; and
- Possesses and successfully utilizes good human relations and communications skills with all customers, community members, and school personnel.

QUALIFICATIONS:

- Some experience in the care and cleaning of school facilities. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to effectively perform in the position may be considered.
- Must have reliable transportation to get to/from work;
- Must be able to fulfill the following physical requirements:
 - Lift and carry up to 50 pounds on a frequent and repetitive basis;
 - Stand/walk on tile and/or concrete flooring for extended periods;

- Carry & utilize backpack and hip mounted vacuum cleaners, weighing up to 20 pounds for extended periods of time;
- Climb ladders up to 15 feet high.
- Ability to communicate both orally and in writing.

SALARY GRADE RANGE: \$15.00/hour

BARGAINING UNIT: Not eligible.