

The Day Porter position is responsible for providing additional staffing at the assigned middle school and provides substitute staffing for other schools due to the absence of a District Site Support Technician or Building Manager. This is a daytime position. Work hours are 6:30 a.m. to 3:00 p.m. but may need to vary due to school needs. The Day Porter position requires the candidate to be able to clearly and effectively communicate with school and District staff to include following directions and respond appropriately to radio communications for various circumstances. The position also requires the candidate to have reliable transportation so when needed, they can travel to other campuses for coverage.

Chain of Command

The Day Porter works under the supervision of a Facilities Supervisor and reports to the Director of Facilities.

Competencies

The Day Porter should possess the following:

- Strong verbal communications skills
- Flexible team player who is time and task oriented
- Strong organizational and time management skills
- Positive customer service skills

Essential Duties

The Day Porter performs the following duties, including, but not limited to:

- Report to assigned school at the designated/assigned work hours
- Unlock all common area doors and gates as determined by location
- Turn on all lighting as determined by location
- Hang U.S. and Arizona flags as determined by location
- Respond to calls for assistance as directed by site leaders as well as site-based staff
- Maintain common area trash receptacles
- Maintain all exterior trash receptacles
- Sets-up, services, and cleans-up the lunchroom during and after lunch including cleaning floors, tables and taking out trash as needed
- Set-up tables, chairs, and stage as needed by location
- Assist in distribution of school supply deliveries
- Sweep and blow down exterior sidewalks and playground areas
- Notify Building Manager/Site Support Technician of needed repairs
- Follow direction of Building Manager and Administrative Staff
- All other duties as assigned

Minimum Qualifications

High School Diploma or General Equivalency Diploma (G.E.D.) based upon assignment, six months to two years of custodial and/or minor facilities maintenance experience is required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing/Certification Requirements

- Valid AZ Fingerprint Clearance Card

Date Revised

08/30/2023