

JOB TITLE: GENERAL MAINTENANCE

QUALIFICATIONS:

1. High School diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
3. Ability to read and interpret basic cleaning supplies directions and/or instructions.
4. Ability to stoop, bend, lift up to 50 pounds and be on his or her feet for an 8 hour shift.

REPORTS TO: Buildings and Grounds Supervisor and Assistant Superintendent

JOB GOAL: Work under the supervision of the Buildings and Grounds Supervisor to maintain the physical school plant.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that quality of work is excellent.
2. Reports items to Buildings and Grounds Supervisor that are not compatible in performing tasks.
3. Wears all safety paraphernalia while working.
4. Keeps Building and Grounds Supervisor informed about condition of buildings and grounds.
5. Moves furniture or equipment within buildings as required for various activities as directed by the principal and/or Buildings and Grounds Supervisor.
6. Keep sidewalks and parking lots clear of snow and debris.
7. Maintain confidential nature of all school-related matters.
8. Other tasks and responsibilities as assigned by the Buildings and Grounds Supervisor.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(General Maintenance)

Signed:_____ Date:_____
(Assistant Superintendent)