

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

PORTER

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent preferred.
2. Ability to read basic operating instructions.
3. Hold a valid class D Florida Driver's License and maintain a safe driving record.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of health and safety regulations. Knowledge of basic mechanical skills. Knowledge of basic mathematical calculations. Ability to manage various tasks on a daily basis. Ability to use basic cleaning equipment. Ability to do manual labor both indoors and outdoors involving a variety of housekeeping and groundskeeping tasks.

REPORTS TO:

Assistant Superintendent

JOB GOAL:

To handle a variety of tasks simultaneously, while also maintaining a clean and safe environment for students, staff, faculty, and visitors.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Cleaning building areas including entrances.
2. Sweep and mop floors and vacuum carpets.
3. Repair minor technical issues
4. Monitor inventory of cleaning and sanitation supplies.
5. Report any safety concerns or violations to supervisors.
6. Disinfecting frequently touched or traveled areas.
7. Complete basic opening and closing procedures for facilities and functions.
8. Monitor and stock supply rooms, rest rooms, and other areas.
9. Ensure that grounds are free of litter by picking up trash.
10. Clean interior and exterior surfaces of lobby windows, windowsills, doors, and door handles.
11. Furniture movement and assembly.
12. Empty wastebaskets; disposal of trash and debris.
13. Cut grass and perform other routine care of grounds.
14. Deliver supplies to offices and buildings.
15. Set up areas for special events.
16. Work and communicate effectively, both orally and in writing.
17. Assist with other projects as part of collaborative teams.
18. Keep supervisor informed of potential problems or unusual events.
19. Attend training sessions and workshops as required.
20. Consistently represent the district in a positive and professional manner.
21. Foster and develop a professional image.
22. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Availability to work in shifts and flexible schedules such as weekends or evenings. Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 196 days. 8 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Non-Instructional Personnel.

JOB DESCRIPTION SUPPLEMENT: 11

SALARY SCHEDULE: Non- Instructional; Pay Lane One

BCSB approved: July 13, 2020