



Job Title: Operations Crew

Wage/Hour Status: Nonexempt

Reports to: Operations Asst. Director

Pay Grade: HS 3

Dept./School: Operations

QUALIFICATIONS:

1. Occasionally required to climb ladders, ramps, and stairs. Continuous walking and standing.
2. Ability to work unique hours such as days, nights, and possible weekends.
3. Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
4. Knowledge of minor repair techniques and building maintenance.
5. Ability to operate cleaning equipment and lift heavy equipment.
6. Ability to properly handle cleaning supplies; chemicals.
7. Must have reliable transportation to report to assigned campus as needed.

ESSENTIAL FUNCTIONS:

1. Moves – heavy and hazardous equipment; furniture; shop machines.
2. Furniture removal - recycle/trash.
3. Pressure washing.
4. Water/flood extractions & fire clean ups.
5. equipment repairs as needed.
6. High dusting; lift certification/experience required.
7. Hazmat – assist in the removal of chemicals.
8. Gym Floors cleanup.
9. Mold remediation – clean, disinfect and neutralize.
10. Trash removal.
11. Serve as a back up to cover custodial absences at campuses.
12. Disinfect in accordance with Operations policies and procedures.
13. Keep school building and grounds, including sidewalks, driveways, parking lots and play areas, neat and clean.
14. Comply with local laws and procedures for storage and disposal of trash.
15. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
16. Assist with lunchroom set up, including arranging tables and chairs.
17. Perform preventive maintenance to ensure the comfort, health and safety of students and staff.
18. Move furniture or equipment within building as directed by principal.
19. Assist in setting up facilities for special events.
20. Assist with opening and closing building each school day.
21. Follow established procedures for locking, checking and safeguarding facilities.

- 22. Check daily to ensure that all exit doors are open, and all panic bolts are working properly during hours of building occupancy.
- 23. Inspect machines and equipment for safety and efficiency.
- 24. Operate tools and equipment according to established safety procedures.
- 25. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 26. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 27. Move, unpack and stock supplies and books.
- 28. Other duties as assigned.
- 29. Regular and reliable attendance is an essential job function.

WORKING CONDITIONS:

Ability to work well with diverse employee groups.
Frequently required to lift and carry loads up to at least 60 lbs., bend, stoop and reach above shoulder level.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____ Date _____

Employee Signature: _____ Date _____