

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

BUILDING SERVICE WORKER

POSITION: Building Service Worker

REPORTS TO: Department of Operations

LOCATION: Various Sites

NATURE OF WORK:

The Building Service Worker is primarily responsible for providing operational service during the evening hours with the goal of ensuring 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:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possesses effective organizational skills
- Possesses effective written and oral communication skills
- Possesses and effectively utilizes knowledge of methods, materials, and practices used in operational support of school activities

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 using carpet cleaning machines
 - Lifting and moving heavy objects and performing manual labor
 - Collecting trash and debris and disposal 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
- Participates in the team cleaning site plan provided by the Building Service Manager
- Provides support of after-hour activities by school and community groups
- Reports maintenance or facility problems to the Building Service Manager
- Understands the proper use, care, maintenance, and storage of all custodial and cleaning equipment

QUALIFICATIONS:

Required:

- 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

Preferred:

- High School Diploma or GED
- Six (6) Months or more experience in the care and cleaning of school or business facilities

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 3.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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