



MAYFIELD SENIOR SCHOOL
of the Holy Child Jesus

JOB DESCRIPTION:

Position: Day Porter

Reporting Relationship: Maintenance Supervisor / Director of Facilities

Classification Status: Temp. Full- Time

The Maintenance Staff are responsible for carrying out maintenance, set-up and break down for a wide range of schools' events, and reports to the Director of Facilities for daily assignments and work orders. Maintenance Technicians work collaboratively with Mayfield staff and help ensure smooth operations of campus facilities.

Duties and Responsibilities:

- Clean facilities thoroughly and efficiently, including classrooms, offices, auditorium, library, science labs classrooms, conference rooms, work areas, lunch room, gymnasium, computer labs, hallways, restrooms and other common areas.
- Maintain and restock supplies
- Inspect rooms and identifies areas that need to be cleaned or require additional or special attention. Takes appropriate action to make a room or office look orderly, neat and clean.

Knowledge and Skill Requirements:

- Must be able to work independently, with minimum supervision and within deadlines, to prepare the school campus for the arrival of students, faculty and administrators the following school day.
- Ability to read and understand warnings, danger or other labels on cleaning aids and detergents. Needs to be aware of the value of using certain "green products" on a variety of surfaces.
- Is aware of new and past OSHA laws and regulations governing maintenance activities.
- Always puts safety first.

Pay - \$20-\$22 per hour depending on experience

Physical Requirements:

- Must be able to lift objects that weigh 50 pounds or less.