**Reports to:** Plant Supervisor

**Job Goal:** To provide students and other building occupants with a safe, attractive, comfortable, clean and efficient educational environment.

**Essential DailyDuties:**

1. Keep assigned area of responsibility clean and maintained.

2. Daily general cleaning includes:

a) Empty waste receptacles and pencil sharpeners.

b) Pick up trash and dry mop hard floors; wet mop when necessary.

c) Vacuum carpets.

d) Recycle.

e) Clean water fountains.

f) Clean glass on entrance doors.

g) Respond to requests for immediate building needs.

3. Daily food service area cleaning includes (if assigned)

a) Empty trash.

b) Sweep all floors including under equipment.

c) Move kitchen mats and clean under; also clean mats. Wet mop floors.

d) Fill dispensers.

e) Clean water fountains and porcelain sinks.

f) Aid Food Service moving and set-up.

4. Daily restroom and locker room cleaning includes:

a) Clean sinks, mirrors, commodes, and urinals.

b) Sweep and wet mop floors.

c) Fill dispensers.

5. As assigned on a weekly basis, the following will be completed: (Supervisor may assign more frequent cleaning if conditions so warrant):

a) Dust furniture and windowsills.

b) Clean glass in classroom doors.

c) Wash chalkboards, whiteboards and chalk trays.

d) Dust computers and audio visual equipment.

e) Clean desks and table tops.

f) Clean walls.

g) Clean cobwebs from ceilings and corners.

h) Empty grease, if assigned.

6. As each room is finished, lock all doors, level blinds/drapes, check and secure all windows and turn off lights.

7. Replace light bulbs in area of responsibility.

8. Report property damage.

9. Check the heat setting for proper level.

10. Unload trucks and move supplies.

11. If properly trained, replace ballasts and complete other minor repair tasks.

12. Perform other duties as required in the interest of cleanliness or as assigned by the Plant Supervisor or Director, Physical Plant.

13. Secure exterior doors if so assigned.

**Required Equipment Proficiency:**

Must be able to operate the following pieces of equipment:

1. Various scrubbing machines.

2. Various types of vacuum cleaners.

3. Mop and bucket.

4. Lawn mowers and tractors.

5. Snow and leaf blowers.

6. Various hand tools.

**Essential Periodic Duties:**

1. Mow grass and trim around building and grounds as needed.

2. Clear snow and ice from designated walks and entranceways as needed.

3. Set up and clean up after building use events, summer programs, and other authorized special events conducted at the school.

4. Police grounds.

The following are requirements representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

High School diploma or GED preferred.

**Skills:**

1. Ability to learn how to enter and retrieve information from a computer.

2. Ability to work without direct supervision.

3. Ability to communicate effectively, both verbally and in writing, with a wide variety of individuals and groups.

**Physical Demands:**

While performing the duties of this job, the employee must stand, walk, or drive for most of the shift. Occasional climbing, bending and stooping are required. The employee is expected to lift up to 50 lbs. Sufficient vision to see assigned tasks is required.

**Work Environment:**

The employee is expected to work outside in all kinds of weather. The employee must occasionally work in hot, cold, dirty, wet and/or noisy areas. The employee is required to clean bodily fluids.

During emergency situations (snow, flood, etc.), all physical plant employees will be considered essential employees.