



Position Description

SECTION I: GENERAL INFORMATION

Position Title: Summer Building Worker (Seasonal, Temporary)	Department: Facilities
Reports to: Director of Facilities and Transportation	FLSA Status:
Classification: Temporary	Bargaining/ Work Unit: Not Applicable
Position Last Updated: 4/18/2018	Next Position Description Update:

SECTION II: JOB SUMMARY

The Summer Building Worker (Building Cleaner) will be hired on a temporary basis from June through August to assist in cleaning and maintaining all Richfield Public School facilities. The Summer Worker performs work under the direction of the Director of Facilities and Transportation and/or the specific Head Custodian in each building. Seasonal workers may work at various locations throughout the district.

SECTION III: DUTIES AND RESPONSIBILITIES

Duty/ Responsibility Number:	1	Statement of Duty/ Responsibility: Building Cleaning and Rejuvenation
Percent of Time:	80%	

Tasks involved in fulfilling the above duties/ responsibilities:

- Clean and maintain all areas of the school.
- Sweep, mop, scrub, and polish floors.
- Paint and wash walls, windows, and woodwork.
- Dust, polish, arrange, and move furniture and equipment.
- Vacuum and shampoo carpeting.
- Strip and wax hard surface floors
- Operate all custodial cleaning equipment.
- Clean restrooms and replenish supplies.
- Water lawns, trees, and shrubs; pull weeds.
- Remove garbage and wastepaper.
- Assists with irrigation maintenance
- Replace light bulbs, and clean light fixtures.
- Set up chairs, risers, choral equipment, and bleachers for school and public events.

Duty/ Responsibility Number:	2	Statement of Duty/ Responsibility: Other Duties as Required
Percent of Time:	10%	

Tasks involved in fulfilling above duty/ responsibility:

- Assist staff and students within the school in matters of safety and health.
- Assist in minor maintenance work as needed.
- Perform other related duties as assigned.

Duty/ Responsibility Number:	3	Statement of Duty/ Responsibility: Grounds Duties as Required
Percent of Time:	10%	

Tasks involved in fulfilling above duty/ responsibility:

- Maintain aesthetically pleasing school grounds through various tasks including cutting grass, weed whipping, picking up trash and lining ball fields.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Entry level knowledge of cleaning methods.

Skills:

- General maintenance skills.
- Basic computer skills.

Abilities:

- Ability to interact effectively with the public and staff at all levels.
- Ability to administer and receive constructive criticism.
- Ability to work independently without direct supervision.

Work Environment:

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, extreme temperatures, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, and various other safety hazards.

SECTION V: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- Must be able to hear, grasp, push, stand/walk, reach, stoop/kneel/crouch, climb/balance, and operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May occasionally be required to lift up to 65 pounds.