



POSITION: Maintenance

DEPARTMENT: Business Office

CLASSIFICATION: Non-Exempt -
Full time

APPROVED BY: Head of School

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Head of School

POSITION SUPERVISED: None

POSITION PURPOSE

The Maintenance Services keeps buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, sanitizing after pathogens spills, lunchroom clean up and preparation, removing rubbish. Duties include: performing routine maintenance and cleaning activities, notifying management of need for repairs. Small handy man jobs, dismissal set up and traffic. Maintenance Services operates in combination with a contract cleaning crew and a landlord provided maintenance team.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Maintenance Services will do these things during the school days:

- 1) Clean building floors by sweeping, mopping, scrubbing, or vacuuming them, if needed due to student activity. Sweep and clean cafeteria floors after lunch daily or arrange for the cleaning of the lunch room. Heavy cleaning is executed during evenings by an outside crew.
- 2) Gather and empty trash, if needed due to day-time student activity. Empty lunchroom trash daily. Heavy trash removal is executed by an outside cleaning crew in the evenings.
- 3) Service, clean, and supply restrooms, if needed during the school day due to student activity. Heavy supply replacement is executed by an outside crew in the evenings.
- 4) Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures, on school days only related to school activity.
- 5) Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- 6) Move equipment or deliveries either manually or by using hand trucks. Accept and distribute deliveries, during school days only.

- 7) Notify maintenance supervisor of Kingsway Christian Church concerning the need for major repairs or additions to building operating systems.
- 8) Spread snow melting chemicals, after contract crew has finished heavy clearing. Maintain safe passageways during school days only.
- 9) Requisition supplies and equipment needed for cleaning and maintenance duties.
- 10) Supervise set up, arrange, and remove decorations, tables, chairs, to prepare facilities for events such as banquets and meetings.
- 11) Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees, only if needed (regularly assigned to evening cleaning crew).
- 12) Communicate with evening cleaning crew regarding events, extra cleaning needs and supplies.
- 13) Set up/tear down for and assist with arrival and dismissal daily.
- 14) Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- 15) Steam-clean or shampoo carpets only if needed between heavy cleanings.
- 16) Maintain work order lists and enter intervention in a timely way.
- 17) Function as a member of the Crisis Management Team.
- 18) Other duties as assigned for school efficiency and safety.

QUALIFICATIONS

EDUCATION/CERTIFICATION: High School graduate, some college

REQUIRED KNOWLEDGE: Working knowledge of Microsoft Suite products, sending/answering email
Aptitude for learning eSpace software (work orders)

REQUIRED EXPERIENCE: Formal or informal application of skills in a fast-paced environment

SKILLS/ABILITIES:

1. Strong interpersonal abilities
2. Solid organizational and analytical skills
3. Ability to coordinate, manage and prioritize

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Ability to perform essential functions and basic duties of position, as described above, in a timely and efficient manner. Must be able to lift at least 50 pounds.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Ability to perform essential functions and basic duties of position, as described above, in a joyful, stable and efficient manner
