



## Anamosa Community School District

**Job Title:** Housekeeper (Day/Night)

**Reports to:** Director of Operations and Facilities/Maintenance  
Building Administrator

**Status:**        X   Full Time                             Part Time  
                   X   Hourly                                     Salary

**DATE REVISED:** May 2021

### EXECUTIVE SUMMARY:

Keep schools clean and safe for students, staff, and community.

### ESSENTIAL FUNCTIONS:

- Plan and take an active role in event set-up and light repair work, maintaining a high standard of safety, cleanliness, and efficiency;
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season;
- Maintain an inventory and place orders with maintenance director for cleaning supplies, paper products, and other items needed for day to day use;
- Sweep, vacuum, mop, dust, clean, and disinfect all fixtures, floors and walls in classrooms and assigned areas;
- Responsible for opening the building daily and ensuring that all exit doors are open prior to the beginning of classes;
- Check daily to ensure that all exit doors, except the front door, are locked and all panic bolts are working properly during the hours of building occupancy;
- Raise the U.S. and Iowa flags at or before 8 am on each school day and the night housekeeper will take the flags down before sunset;
- Sweep and dust assigned classrooms and furniture;
- Clean corridors and restrooms during the day when their condition requires it;
- Wash all windows on both the inside and outside at least twice each year, and more frequently if necessary;
- Clean all chalkboards at least twice a week in assigned area;
- Make minor building repairs, including replace light bulbs and ballasts as needed;
- Promptly report major repairs needed as well as any damage to school property promptly to the Maintenance Director and the principal, fill out work order if needed;
- Strive constantly to promote the safety, health, and comfort of the students and employees;
- Maintain on a regular schedule all ventilation systems filters and mark dates on them with a marker, report any other mechanical equipment repairs needed to Director and fill out work-order;
- Help do event set-up and tear-down;
- Be available during work hours to run errands or do emergency clean up;
- Move furniture or equipment within the buildings as required for various activities and as directed by the administration;

- Comply with OSHA as well as with local laws and procedures for the storage and disposal of trash, rubbish, and hazardous waste;
- Do daily boiler checks and notify Director if attention is needed;
- Assist maintenance staff with projects when necessary;
- Take further training when recommended;
- Other duties as assigned.

## KNOWLEDGE SKILLS AND ABILITIES REQUIRED

### Education and Licensure:

- High School Diploma or equivalent;
- Hold a current Iowa Driver's License.

### Knowledge and Skills:

- Working knowledge of vacuums, mechanical floor scrubber, cleaning products, and light electrical.

**PHYSICAL REQUIREMENTS:** *(The physical demands described here are 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.)*

Physical Activity	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing			X	
Balancing			X	
Stooping			X	
Kneeling			X	
Crouching			X	
Crawling		X		
Reaching				X
Standing				X
Walking				X
Pushing				X
Pulling				X
Lifting up to 25 lbs				X
Lifting up to 50 lbs				X
Lifting up to 100 lbs			X	
Fingering - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm			X	
Grasping				X
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.				X
Talking			X	
Hearing				X
Repetitive motions				X
Visual:	The worker is required to have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at			

	distances close to the eyes. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc. The worker is required to have visual acuity to operate motor vehicles or heavy equipment. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).
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Working Conditions	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment				X
Outdoor environment			X	
Extreme temperatures		X		
Noise			X	
Vibration			X	
Subject to hazards, such as:				
- proximity to moving mechanical parts			X	
- Proximity to moving vehicles		X		
- Electrical current			X	
- Working in high places			X	
- Exposure to high heat		X		
- Exposure to chemicals				X
Exposure to atmospheric conditions, such as:				
- Fumes				X
- Odors				X
- Dust				X
- Mists				X
- Gases				X
- Poor ventilation		X		
Subject to oils or other cutting agents			X	
Required to wear respirator		X		
Work in close quarters, crawl spaces, shafts, or other spaces that may cause claustrophobia	X			
Exposure to infectious disease				X

#### TERMS OF EMPLOYMENT:

Salary, Benefits, and work year as established by the board.

#### EVALUATION:

Performance of this job to be evaluated annually by the Maintenance Director.

**EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

*The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.*

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_