

Location:	GHS	Bid Code:	GHS - 1 st Floor Position A
Employment Terms:	12 Month		
Work Days/Times:	Weekdays, 3:00pm-11:00pm		
Supervisor:	Director of Building / Grounds and Principal		
Meal Break:	See Collective Bargaining Agreement-Time to be mutually agreed upon by employee and building principal		
Approved:	December 11, 2023		

General Job Goal/Description:

1. Ensure the school building and grounds is safe and clean for students, staff, and visitors.
 - a. See specific cleaning requirements on the attached duties page.
 - b. IDPH/CDC Protocols Required.
2. Assume responsibility for the cleanliness, sanitation, and general upkeep of the assigned building.
3. Ensure that mechanical/monitoring systems are working (boilers, HVAC, electrical, fire suppression, fire monitoring, and related systems). Responsible for troubleshooting issues and notifying the Director of Building and Grounds of problems.
4. Snow removal, mowing, trimming of trees and bushes, and general outside maintenance of the building's grounds.
5. Incorporate in-service trainings to improve cleanliness and safety.
6. Perform cleaning duties in assigned areas. These include disinfecting and cleaning surfaces, sweeping, mopping, vacuuming, and trash removal.
7. Maintain a professional relationship with the building staff, students, parents, and visitors at all times.
8. Report problems to the Director of Operations, Principal, and/or other personnel designated per the Emergency Procedures Memo and Guidelines.
9. Perform other related duties as assigned by the Director of Operations, the Building Principal, and/or their designee.
10. Please see SEIU Collective Bargaining agreement Article 6, pg. 6

Qualifications:

1. High School Diploma or Equivalent.
2. Ability work flexible hours as needed.
3. Must be able to meet the physical requirements of the position, which includes a pre-employment physical and assessment.

Physical Requirements:

The physical and work environment 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 these functions.

If an employee is unable to meet the physical and/or environmental demands of the position, it is his/her responsibility to notify the supervisor(s) immediately.

- The employee must occasionally be able to lift or move more than 50 lbs.
- They must be able to climb and work from both step and extension ladders.
- They must be able to work, stoop, squat, kneel, and at times crawl.
- They must also be able to work in any of these positions for extended periods of time.
- They must be able to read and understand written specifications and directions.
- They must be able to work in conditions of heat, cold, and when wet.
- They must be able to perform repetitive physical tasks and must be able to work while exposed to moderate to high levels of noise.

DUTIES PAGE

Bid Code: GHS – 1st Floor Position A (Purple Stripe Zone)

Position A Team Cleaning Tasks: Position A and Position B will work together to ensure all areas identified in the “Purple Striped” area is cleaned.

1. Remove all trash from classrooms, offices, common areas, and assigned bathrooms.
2. Clean all surfaces, not including the floors with the exception of your assigned bathrooms. This includes, desktops, chairs, window ledges, whiteboards, glass, door handles, walls, hand rails, and all other items above the floor in all classrooms, offices, hallways, and common areas in the zone.

CLEANING ZONES	DAILY	WEEKLY	AS NEEDED
Classrooms/Offices/Common Areas: See position description above and the attached map. Area includes all covered by purple stripes.	X		
Men’s Bathrooms in assigned area, Administrative Office bathrooms (2), Health Services Bathroom (1), A103 Bathroom	X		
Assist with mowing/trimming small courtyard		X	
Game Night Assistance at Thiel/Fieldhouse/Stadium			X

RELATED AREAS—PART OF WORK SCHEDULE	DAILY	WEEKLY	AS NEEDED
Monitor/Secure Building	X		
Monitor HVAC Systems	X		
Share Outside Yard/Building Work, Mowing/Trimming		X	X
Remove trash and change liners	X		
Clean and disinfect tables/desk/chairs/countertops	X		
Snow Removal: ALL entries cleared prior to leaving at end of shift			X
Minor maintenance			X
Document & Flushing Eyewash Station/Change Solution		X	
Other Duties as assigned by Building Principal(s)/Director of Building and Grounds			X

Areas designated on attached map