



Seasonal Work Crew

Job Description

Reports to: Principal
Head Custodian

Location: All school district grounds

Evaluated by: Director of Support Services

Purpose of the Position: To ensure that the building and grounds provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, and develop. The grounds crew performs assigned duties and repairs, and receives supervision from the building administrator and the head custodian.

Responsibilities:

- Performs various clerical duties in school offices
- Process, distribute, and inventory incoming mail and shipments
- Keep building and premises, including sidewalks, driveways, and activity areas neat, clean and in proper working conditions at all times
- Keep the grounds free from rubbish.
- Perform yard keeping chores such as grass cutting, tree trimming, landscaping etc. to maintain the school grounds in a safe and attractive condition
- Make minor building repairs as he or she is capable including painting
- Report major repairs needed promptly to the Principal
- Maintain a regular schedule of maintenance on all mechanical equipment requiring scheduled servicing
- Report immediately to the Principal any damage to school property
- Conduct an ongoing program of general maintenance, upkeep and repair
- Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste
- Clean classrooms, hallways, the cafeteria, and other common use facilities during the day when the condition requires it
- Promote good public relations for the School Corporation and community.
- Perform such other duties as may be assigned by administration.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED).

Language Skills:

Ability to read and interpret documents such as technical manuals. Ability to speak effectively with staff. Ability to read and comply with labels and OSHA safety warnings on cleaning agents and hazardous materials

Mathematical Skills:

Ability to add, subtract, multiply, and divide to keep accurate records. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as bags of fertilizer, cleaning supplies, pails, furniture and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds. The employee will push/pull items such as lawnmowers, trimmers, tables, and bleachers. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Must be proficient in the use of various lawn maintenance equipment. Employee should also be able to use the machines, tools, equipment, and work aids, which may be representative, but not all-inclusive, of those commonly associated with this type of work and other equipment as, made available by the school corporation.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Terms of Employment:

Seasonal beginning spring until fall, weather permitting. Work crew members will work 5 days a week, weather permitting, for 8 hour days with a 30 minute unpaid lunch.

Wage: Starting at \$14.00