

BLOOMINGDALE SCHOOL DISTRICT 13

JOB DESCRIPTION

POSITION: Summer Help – Custodial/Grounds/General Maintenance

TERMS OF EMPLOYMENT: 2-3 Months - 40-hour work week 7:00 am to 3:30 pm

QUALIFICATIONS:

- Must have High School diploma or equivalent
- Must have a current and valid Illinois driver's license
- Must have a good driving record
- Knowledge of basic general maintenance, grounds work, and custodial work
- Able to communicate and understand simple written and oral instructions in English
- Able to lift up to 50 lb. and transport materials (equipment, supplies, etc.) of that weight to various sites and throughout the school
- Capable of working from ladders
- Able to establish and maintain effective working relationships with others

REPORTS TO: Director of Building and Grounds

JOB GOAL: Summer Custodial Support must be flexible and adaptable, moving from job to job at a moment's notice and be able to multitask. The candidate will demonstrate excellent communication skills, dependability, a willingness and ability to take direction, and work in teams or individually.

DUTIES AND RESPONSIBILITIES:

- Perform all other tasks as assigned by the Director of Building and Grounds and/or his designee
- Perform general maintenance of the interior and exterior of buildings and facilities
- Perform and assist in ground maintenance
- Perform custodial functions and duties
- Perform moving of equipment, materials, furniture, and supplies
- Clean and maintain equipment, and District vehicle
- Report any equipment needing repair
- Promote personnel safety, safety procedures, and safe working environment

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS:

The list of essential functions, duties and responsibilities performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling. The job is performed under some temperature extremes in a generally hazard free environment.