



Benilde-St. Margaret's

Job Description

Title: Maintenance Night Janitorial	Incumbent(s)
Department: Maintenance	Reports to (Title) : Maintenance Night Supervisor
FLSA Status: ___ Exempt <u>X</u> Non-exempt	Schedule: <u>X</u> Full time ___ Part-time ___%
<p>Position overview: This is an evening shift janitorial position working Tues-Friday 2:30 pm to 11:00 pm and working 10:00 am until 6:30 pm on Saturday, with some occasional overtime or shift changes. This person will perform basic janitorial duties and needs to have good attention to detail and the desire to help create a clean welcoming environment for the BSM community. Must be able to lift 40 pounds on a regular basis while working on event set-up or break-down typically involving set up of table and chair arrangements in various rooms. Must be able to communicate effectively and provide support to teachers, staff and parent groups for night and weekend events.</p>	
<p>Responsibilities to BSM as a Catholic School: Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. All employees should support in word and action the mission and philosophy of the school.</p>	
<p>Janitorial Responsibilities:</p> <ol style="list-style-type: none"> 1. Clean hallways, entryways, stairways, commons/cafeteria 2. Clean and restock bathrooms and storage areas 3. Empty trash, keep trash receptacles neat and clean. 4. Perform duties with safety of students and staff in mind—do not leave equipment unattended in hallways. 5. Exercise reasonable care in use of supplies and equipment to avoid waste. 6. Operate cleaning machines and equipment. 7. Advise Supervisor or Facilities Director of any supply or repair needs. 8. Spring & Summer Month Maintenance: Assist with heavy duty cleaning of building, sweep entryways and parking lots, pick up trash and empty trash containers outside and assist with painting or other summer chores as assigned. 9. Other as assigned. 	
<p>Event Responsibilities:</p> <ol style="list-style-type: none"> 1. Set up tables and chairs or other equipment as directed by senior maintenance personnel 2. Break-down tables/chairs/stages or other equipment as directed. 3. Respond to facilities related issues during events as necessary. 	



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Building Security:

1. Check and lock all doors and windows.
2. Make sure building is clear of all people before lock up.
3. Turn off lights.
4. Activate security system.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school's administration may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Interpersonal skills

1. Strong positive verbal and written communication skills.
2. Professional, approachable and friendly.
3. Respectful of others.
4. High level of integrity.
5. Efficient and well organized.
6. Ability to work independently with little supervision.
7. Ability to handle difficult situations with tact and diplomacy.
8. Patient and calm demeanor under pressure.

Education / Experience (Minimum Required)

High School Diploma/Equivalent
 1-2 years of maintenance experience desirable

Numbers and Job Titles Reporting Directly to This Position: None

 Employee

 Supervisor

 Date

 Date



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Job Demands and Conditions Analysis

Position Title: _____

Department: _____

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week

S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time

C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting	X			X	Works alone	X			
Standing				X	Works with others			X	
Walking				X	Customers contact			X	
Lifting				X	Shift work				X
Carrying				X	Extended day		X		
Pushing				X	Cold				X
Bending at waist			X		Heat				X
Twisting upper body			X		Temperature changes				X
Climbing		X			Wet		X		
Balancing		X			Humid		X		
Kneeling		X			Noise		X		
Crouching		X			Confined area	X			
Crawling		X			High places	X			
Reaching		X			Work outdoors		X		
Working with hands				X	Work indoors			X	
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes			X	
Vision acuity - far				X	Odors			X	
Depth perception				X	Dusts			X	
Field of vision			X		Mists			X	
Color vision			X		Gases	X		X	
Driving	X				Poor ventilation	X			