



**BENILDE-ST. MARGARET'S  
SCHOOL  
Job Description**

<b>Title: Maintenance Staff - Day</b>	<b>Incumbent(s)</b>
<b>Department</b> Maintenance	<b>Reports to (Title)</b> Maintenance Supervisor
<b>FLSA Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Schedule:</b> <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> %
<b>Position Overview:</b> Perform janitorial maintenance of building and grounds. Participate in the set up and tear down of equipment for events. This position is also requires some weekend or evening hours to open or lock up facilities for various events and activities.	
<b>Responsibilities to BSM as a Catholic School:</b> 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.	
<b>Maintain School Grounds:</b> <ol style="list-style-type: none"> <li>1. Pickup trash or debris on outside grounds and empty trash</li> <li>2. Mow and trim lawn and shrubs and weed grounds</li> <li>3. Sweep sidewalks</li> <li>4. Remove snow and ice</li> <li>5. Maintain flags and flagpoles</li> </ol>	
<b>Interior Cleaning and Maintenance:</b> <ol style="list-style-type: none"> <li>1. Clean halls and entryways, stairways, commons/cafeteria, Haben center, &amp; Great Hall</li> <li>2. Sweep and mop floors</li> <li>3. Vacuum and shampoo carpets</li> <li>4. Clean bathrooms</li> <li>5. Wax and buff floors</li> </ol>	
<b>Assist for Special Events:</b> <ol style="list-style-type: none"> <li>1. Provide set up, break down and janitorial services for all special events</li> <li>2. Move and deliver supplies and equipment required for each event</li> <li>3. Help with cleanup (dishes, trash removal, equipment return, etc.)</li> </ol>	
<b>Building Security:</b> <ol style="list-style-type: none"> <li>1. Lock up when needed</li> <li>2. Respond to alarms</li> <li>3. On-call at night (if alarm sounds)</li> <li>4. Work one weekend a month on a rotating schedule during building hours</li> </ol>	



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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/GED  
Experience working with common maintenance equipment

**Numbers and Job Titles Reporting Directly to This Position:** none

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## BENILDE-ST. MARGARET'S SCHOOL Job Description

### Job Demands and Conditions Analysis

*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	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				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet		X		
Balancing	X				Humid		X		
Kneeling	X				Noise		X		
Crouching	X				Confined area				
Crawling	X				High places				
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			
Driving	X				Poor ventilation				
Other					Other				