

SUPPORT STAFF POSITIONS (HEAD GROUNDS KEEPER)

QUALIFICATIONS

1. Similar work experience desirable.
2. Be in good health and be physically able to perform duties of grounds keeper.
3. Be knowledgeable about proper maintenance of buildings, grounds, and equipment.

RESPONSIBILITIES

1. Performs daily housekeeping tasks of cleaning building and maintaining grounds and equipment.
 2. Performs duties as assigned by the buildings and grounds director. Responds to and corrects problems as directed by event supervisor.
 3. Inspects building and grounds and corrects or reports any unsafe conditions.
 4. Checks fire alarm system as required by law and reports any deficiencies to building principal or immediate supervisor.
 5. Reports acts of vandalism and person(s) responsible to buildings and grounds director.
 6. Presents a neat appearance.
 7. Establishes good rapport with pupils, administrators, staff, and public.
 8. Is punctual and follows schedule as directed by buildings and grounds director.
 9. Attends custodial workshops and demonstrations when requested.
 10. Adjusts to irregular hours and responds to emergency calls.
 11. Follows all governing regulations relating to building repairs and maintenance.
 12. Supervises personnel as may be assigned by the buildings and grounds director.
 13. Is knowledgeable about school policies.
 14. Assumes other duties as may be assigned.
- * Is supervised by the buildings and grounds director.
Supervises 2-4 persons.