

# BROADWATER ACADEMY

## Maintenance and Grounds Job Description

Maintenance staff perform various functions in ensuring building environments are kept clean and safe. The major duties, tasks, and responsibilities are listed below:

- Keep to cleaning and disinfection schedules that are set-up by the maintenance supervisor of the school, i.e., all COVID-19 procedures, cleaning of windows, mopping floors, dusting, and sweeping
- Must be able to perform general grounds / outdoor maintenance.
- Prescribe appropriate cleaning materials and products needed for disinfecting and sanitizing the entire building according to the organization's standards
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings
- Re-stock materials like toilet paper and hand towels in the wash rooms
- Carry out extra disinfection and cleaning duties as instructed by supervisors
- Make sure assigned cleaning tasks are executed in a timely and orderly manner
- Work as part of a team to execute cleaning duties and to make sure that standards of neatness/cleanliness are maintained
- Make reports to supervisor concerning repairs that have to be made which have been noticed while carrying out daily duties
- Inform supervisor of any identified hazardous materials
- Always make proper cleaning logs and records that show areas of the building that have been cleaned.
- Must be able to lift 50 lbs.
- Empty trash bins on a regular basis
- Maintain landscape of School

Typical requirements and qualifications you may need to perform your maintenance duties include the following:

- Must be able to always put up a cheerful and positive attitude
- Must be willing to help to faculty, staff and students of the school whenever it is needed
- Must show commitment to the overall goals or objectives of the school
- Must possess good communication skills
- Must have good interpersonal skills to be able to get along effortlessly with fellow faculty, staff and students of the school
- Must be proactive when it comes to carrying out his/her duties
- Must be honest and truthful as he/she will have access to people's belongings
- Must be courteous always
- Must be able to work with little or no supervision
- Must be self-motivated and diligent
- Must be able to work for several hours standing

- Must be familiar or have good knowledge of cleaning techniques and procedures

Previous working experience as a custodian/janitor will be a plus

Job Types: Full-time, Part-time

Salary: \$12.00 - \$16.00 per hour

Benefits:

Dental insurance

Health insurance

Vision insurance

Schedule:

8 hour shift

Day shift

Weekend availability

Experience:

Maintenance: 1 year (Preferred)

Groundskeepers & Greenskeepers: 1 year (Preferred)

License/Certification:

Driver's License (Preferred)

Work Location: In person

**Contact:**

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