

Premier Arts and Science Charter School
Job Description
Maintenance/Housekeeping

STANDARDS

- Be familiar with standards regarding facility, maintenance, safety, and sanitation.
- Meet or exceed required standards.
- Maintain regular communication with Principal and Teachers.
- Meet with fire and sanitation inspectors for the regular licensing inspections.
- Assist Principal and Teachers with any additional tasks, as needed.

SUPPLIES

- Inventory current supplies and equipment.
- Order or shop for needed items.
- Keep current records of inventory and expenses.
- Insure that all cleaning supplies and tools are safely locked out of the reach of all children.

CLEANING AND MAINTENANCE

- Clean kitchen, bathrooms, classrooms, floors, and furniture regularly.
- Clean walls, carpet, hallways, and equipment as needed.
- Maintain building and equipment in safe and proper working order, checking periodically for hazards.
- Check fire extinguishers, fire alarms, smoke detectors, emergency and other safety equipment regularly to insure proper working order.
- Fulfill service requests as promptly as possible.

Qualifications

1. High School Diploma / GED
2. Maintenance experience