



Job Title: Stadium Facilities/
Maintenance Assistant **Wage/Hour Status:** Non-Exempt

Reports To: District Athletic Coordinator **Pay Grade:**

Dept. /School: Athletics **Date Revised:** July 20, 2011

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

- Ability to understand verbal and written instructions
- Ability to communicate (verbally)
- Ability to operate small or power mower, power tools, and hand tools
- Ability to understand instructions for cleaning, maintenance, and safety procedures
- Knowledge of minor repair techniques, building, and grounds maintenance
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

Experience:

None

Major Responsibilities and Duties:

Cleaning:

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school buildings and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Request additional cleaning supplies and equipment as needed.

Maintenance and Repair:

5. Assist with room set up, including arranging tables and chairs.
6. Move furniture or equipment within building as directed by principal/supervisor
7. Assist in setting up facilities for special events

Grounds and Landscaping:

8. Mow islands, water plants, and pick up trash
9. Assist or prepare field for clean up and tear down
10. Set up community room
11. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities

Safety:

12. Inspect machines and equipment for safety and efficiency
13. Operate tools and equipment according to established safety procedures
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc
15. Help keep vehicle, equipment, and tools in safe operating condition
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
17. Other duties as assigned under the supervision of a supervisor

Supervisory Responsibility:

None

Equipment Used:

Wet and dry vacuum cleaner, hand tools, shampooer, lawn mower and weed eater
Push/walk behind midsize mower, gas-powered weed trimmer, blower, garden and hand tools.

Working Conditions:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work outside and around moving objects and vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.