



Howard Street Charter School

Facility and Groundskeeper (direct hire)

Education: High school diploma or equivalent required. Basic math and science (chemistry) skills needed.

Salary: \$19 per hour to start (33,592 wages) plus monthly health reimbursement account and Oregon PERS retirement

Work Year: 221 days – 40 hours a week when school is in session. Noon to 8pm suggested but can be flexible on this.

Brief Description of Position: Under the direction and supervision of the Principal or designee, the candidate will be responsible for maintaining, cleaning, and disinfecting all areas of the facility, both inside and outside. Candidate will monitor building for general safety and security.

Knowledge, Skills and Abilities:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Communication skills with students, staff, parents and community
- Ability to lift heavy objects, climb ladders and work at particular heights

Job Responsibilities/Duties:

Under the direction of the Principal or designee, the candidate will have the following responsibilities. Although the job tasks may vary due to specific needs from day-to-day, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Assist with general building safety and security by monitoring conditions of the interior and exterior grounds

- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Vacuums, shampoos or steam-cleans carpets and rugs.
- Sweeps exterior walks
- Cuts and maintains exterior green spaces which might include weeding, lawn maintenance
- Roof debris removal/maintenance
- Removing snow and ice as needed
- Notifies Principal regarding the need for repairs or additions to building operating systems.
- Manages inventory of cleaning supplies.
- Coordinate with others to maintain the facility.
- Performs other related duties as required and assigned by the Principal.

This is a yearly position with Howard Street. Position set to begin Aug 1 with interviews occurring in July 2022. These interviews may be in person or via Zoom depending on the needs of the HSCS community and applicants.

All applicants must pass a state background check to work in a school environment and costs of fingerprinting and background check will be the responsibility of the applicant.

