



## **Day Porter/Facilities Maintenance – Lower School**

Hired by: Facilities Director  
Reports to: Facilities Director  
Schedule: 12 months  
Supervises: None

Evaluated: Annually  
FLSA: Non-exempt

This position is responsible for preparing and cleaning lunch areas for K-2 and 3-6 Lower School buildings and ensuring facility cleanliness and through the school day including classrooms, common areas, offices, and restrooms.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior.
- Actively engage in the life and ministry of an evangelical church.
- Pursue a life of spiritual development through regular study of scripture and prayer.
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith.
- Believe and support the school's statement of faith (Statement of Faith of the Fellowship of Grace Brethren Churches.)
- Agree to abide by the school's Lifestyle Statement

### **Professional Responsibilities (essential)**

- Setup and take down lunchroom tables
- Maintain a clean lunchroom
- Sweep and mop lunchroom floors at completion of lunch
- Empty trash and recycling
- General cleaning of hallways after lunch

### **Additional Responsibilities**

- Set-up and tear-down tables and chairs for events
- Floor care through the school day as needed
- Other custodial tasks through the school day as needed
- Participate in occasional light duty projects such as furniture assembly and repairs
- Participate in seasonal outdoor maintenance: snow and ice removal, grounds maintenance

### **Professional Requirements**

- High school diploma or equivalent
- Good organizational skills
- Ability to work with students, staff, and volunteers
- Attention to detail

### **Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents		X	
Noise			X
Climbing stairs		X	
Standing			X
Sitting	X		
Walking			X
Kneeling/Bending		X	
Pushing/Pulling			X
<b>MOVING HEAVY ITEMS</b>			
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.		X	
<b>OTHER REQUIREMENTS</b>			
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature