SBBC: NN-143



POSITION TITLE: Facilities Serviceperson Aide

CONTRACT YEAR: Twelve Months

PAY GRADE: Facilities Serviceperson Salary Schedule

BARGAINING UNIT: FOPE-Facilities

PREFERRED QUALIFICATIONS:

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

EXPERIENCE: None

SPECIAL

QUALIFICATIONS: The aAbility to perform specific custodial work after

appropriate verbal instructions and on the job training.

Must attend the Basic Facilities Service job related training program, <u>offered</u> <u>-conducted</u> by <u>Broward County Public</u> <u>Schools</u> <u>Human Resource Development</u> within <u>the</u> probationary period of employment. two (2) years of

appointment to the job assignment

REQUIRED: Computer skills as required for the position

PREFERRED: Bilingual skills <u>are</u> preferred.

OR

MINIMUM QUALIFICATIONS:

EDUCATION: Receipt of Special Diploma. or satisfactory completion of

an approved General Education Development (GED)

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Testing Program.

EXPERIENCE: None

SPECIAL

QUALIFICATIONS: The <u>a</u>Ability to perform specific custodial work after

appropriate verbal instructions and on the job training.

Must attend the Basic Facilities Service job related training program, offered conducted by Broward County Public Schools Human Resource Development within the probationary period of employment. two (2) years of

appointment to the job assignment

REQUIRED: Computer skills as required for the position.

PREFERRED: Bilingual skills <u>are</u> preferred.

DIRECT ACCOUNTABILITY:

REPORTS TO: Principal/Administrator or designee

SUPERVISION: This position does not have No supervisory

responsibilityies.

POSITION GOAL: To perform semi-skilled work in heavy cleaning such as

mopping, scrubbing, stripping, refinishing to maintain the cleanliness, orderliness, appearance and safe conditions of the building and also grounds upkeep and repair in a

responsible and accurate manner.

ACCOUNTABILITY

PROCEDURES: The principal/administrator or designee will assess the

effectiveness of the Facilities Serviceperson Aide annually with respect to the performance of specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Facilities Serviceperson Aide shall: <u>carry out the essential performance</u> <u>responsibilities listed below.</u>

1. Celean all floor areas assigned such as cafeteria, gymnasium, halls and/or outside areas as scheduled and in accordance with daily instructions.

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- 2. <u>Ee</u>mpty containers of trash and debris from dining area, classrooms, hallways, etc.; carry garbage cans and compactor bags from machine to dumpster and dispose of properly.
- 3. <u>S</u>sweep, mop, brush, vacuum, and otherwise clean floors, walls and walkways.
- 4. <u>Pp</u>erform heavy lifting such as removing garbage cans or compactor bags to the dumpster.
- 5. <u>D</u>dust, wipe, wash and wax furniture such as decks, chairs, tables, filing cabinets, chalkboards and trays.
- 6. <u>M</u>move or transport school furniture such as chairs, file cabinets, desks, television monitors, etc.
- 7. <u>M</u>maintain equipment in a satisfactory condition by lubricating parts properly, replacing rotary brushes, cleaning, as necessary, and storing them safely and securely.
- 8. <u>Aassist</u> with unloading supplies, furniture, etc. and deliver to storage or proper destinations.
- 9. <u>I</u>inform supervisor of needed supplies; recognize building equipment, mechanical equipment and structural problems which require servicing or maintenance; inform immediate supervisor of needs to call in maintenance work orders.
- 10. Ppractice safety continuously and ensure that a safe working area exists.
- 11. <u>P</u>participate in the training programs offered to increase the individual's skills and proficiency related to the assignment.
- 12. Ceomplete all projects in a competent manner.
- 13. Pperform all duties which require extensive physical effort.
- 14. Eensure adherence to good safety rules and procedures.
- 15. <u>Pperform other duties required by the principal/administrator or designee.</u>
- 16. Ffollow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Majority of contact is with employees within the department utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

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FLSA OVERTIME CATEGORY:

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/7/93 &

Adopted: 10/5/93

Board Adopted: 12/16/03

Revised: 12/21/06 Revised: 05/03/07