POSITION TITLE: SUMMER CONSTRUCTION/CUSTODIAL HELPER

BASIC QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates must be at least 16 years of age.

BASIC FUNCTION: The work is primarily custodial, involving cleaning all parts of the school; and will also include receiving, carrying, and arranging deliveries, to include furniture and other school items. Employees will be expected to assist school staff in organizing classrooms.

PAY RATE: $10.00 per hour

WORKING HOURS: Monday through Friday, daily. Hours include 6:00 am – 2:00 pm, 7:00 am – 3:00 pm, and 8:00 am – 4:00 pm. Overtime or schedule changes may occasionally be required, especially at the end of the school year immediately after schools close.

WORKING LOCATIONS: Work location is generally the same. In some cases, employee will be temporarily assigned to work at a different location.

DRESS CODE: T-shirts will be provided; long pants preferred; shorts may be allowed as per the Dress Code. Boots preferred; sneakers permitted on some occasions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; and may be required to stand for extended periods of time; maintain balance; stoop, kneel, or crouch; talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee regularly works inside and in outside weather conditions and is exposed to wet and/or humid conditions and extreme heat; employee may be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee must frequently lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate to loud.

DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following.
- Works collaboratively with all stakeholders in providing a World-Class education.
- Daily attendance is an essential function of this position.
- Moves furniture into and out of classrooms
- Cleans and waxes floors
- Assists school staff with moving and placing supplies and equipment
- Sweeps and picks up construction debris
- Assists the site Custodial Manager in the cleanliness of the school site
  - Dusting/mopping/sweeping of spaces and surfaces
- Performs simple cleaning and maintenance tasks alone as directed.
- Performs other duties as assigned.

HOW TO APPLY: Please reach out to Elizabeth Blancke at blanckme@pwcs.edu. Also, log into http://jobs.pwcs.edu/WorkSpace/ and create an electronic application. Be sure to follow all the directions and steps.