

Little Cypress-Mauriceville CISD

Job Title:	Floor Care Specialist	Wage/Hour Status:	Non Exempt
Reports To:	Custodial Supervisor	Pay Grade:	Auxiliary Group 2
Dept./School:	Maintenance	Date Revised:	11/5/2007

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of cleanliness and appearance to the floors through the district

Qualifications:

Education/Certification:

None specified.

Special Knowledge/Skills:

- Ability to read and understand instructions for cleaning, maintenance and safety procedures.
- Must have knowledge of cleaning and repair techniques related to floor care and other custodial duties
- Ability to operate floor cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies.
- Must be knowledgeable at maintaining floor tile, stripping and applying wax.
- Must be knowledgeable at cleaning and extracting carpet
- Must be able to work with minimal supervision
- Must be extremely responsible
- Must have very good communication skills

Experience:

Experience required in all areas of floor care

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule coordinated with all campuses that will include cleaning and buffing of floor tile and carpet care.
2. Keep school building floors clean and buffed.
3. Comply with local laws and procedures for storage and disposal of trash.

4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Must assist with all other custodial duties when required.

Maintenance and Repair

6. Assist with lunchroom tables when working on cafeteria floors
7. Perform preventive maintenance to ensure the comfort, health and safety of students and staff.

Safety

8. Must be responsible for securing the campuses at the end of the shift.
9. Follow established procedures for locking, checking and safeguarding facilities.
10. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
11. Inspect machines and equipment for safety and efficiency.
12. Operate tools and equipment according to established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

15. Be available for over time as necessary.
16. Perform other duties assigned by supervisor.
17. Must be able to routinely work the 2:30 – 11:00 shift and other shifts as required.

Supervisory Responsibilities:

None.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, steam machine, and automatic scrubber.

Environmental Technician (3 of 3)

Work Conditions:**Mental Demand/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, and heavy lifting and carrying.

Work outside and inside, on slippery or uneven walking surfaces and ladders.

Exposure to hot and cold temperatures, dust, toxic chemicals and materials.