

## **Economic Security Corporation Job Description**

**Job Title:** Area Maintenance Worker  
**Division:** Head Start  
**Reports To:** Area Supervisor  
**FLSA Status:** Non-Exempt  
**Revision Date:** August 17, 2015  
**Job Classification:** Grade 3

### **SUMMARY**

The Area Maintenance Worker provides day-to-day cleaning and custodial care for buildings and premises. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Performs landscaping, mowing activities and controls weeds around fences, sidewalks, and keeps sidewalks free from ice and snow.
2. Sweeps, strips, scrubs, waxes, and polishes floors, cleans rugs, carpets and upholstered furniture.
3. Changes light bulbs, ceiling tiles, filters and other light maintenance activities. Makes simple repairs as necessary in the areas of painting, carpentry, plumbing, electrical and heating/air-conditioning.
4. Dusts furniture and equipment. Polishes metalwork.
5. Washes walls, ceilings, and woodwork. Washes windows, door panels and sills.
6. Empties wastebaskets, inventories and replenishes bathroom and cleaning supplies.
7. Sets up tables and chairs in meeting rooms.
8. Moves furniture, equipment, or supplies from one area to another as needed.
9. Assembles furniture and office equipment as needed.
10. Monitors, drives and performs light maintenance on Head Start buses.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Six months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

Basic personal computer skills.

**PLANNING/ORGANIZATION**

Handle multiple projects simultaneously.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain a valid Class "C" Commercial Driver's License, have reliable transportation, and meet Missouri automobile liability minimum requirements.

**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 stand; walk, use hands to finger, handle or feel; and talk or hear. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee is required to do moderate physical activity performing somewhat strenuous daily activities of a primarily product/technical nature. The employee is required to do manual dexterity sufficient to reach/handle items, work with the fingers, and perceive attributes of objects and materials. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is well-lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name