

# ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYAWAPI

## POSITION DESCRIPTION: FACILITIES ASSISTANT II

### JOB SUMMARY:

Primary responsibility is for the overall safe and sanitary condition of entire main campus building and grounds, utilizing equipment and supplies in accordance with established routines, schedules and checklists.

### RESPONSIBILITIES:

1. Performs **daily** all duties outlined on “Daily Cleaning Checklist”.
2. Performs **daily** “security” checks of entire campus.
3. Performs “weekend” campus lock down on Fridays before leaving for weekend.
4. Performs grounds keeping and snow removal as needed.
5. Maintain/report inventory levels of all janitorial supplies for the cleanliness and well being of school.
6. Performs duties as directed by Facility Manger in regard to:
  - Established work schedules
  - Daily schedules/routines and duties
7. Assists in preparing campus for next school day, when after school activities and special functions are scheduled after normal school hours.
8. Recommend improvements and repairs throughout the campus.
9. Assists Facility Manager in maintaining the budget as set by the Business Manager.
10. Participates in staff/career development as designated by Facility Manager/Business Manager.
11. Performs all other duties as assigned by Facilities Manager/Facilities Assistant I.
12. During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

### Position Requirements:

- High School Diploma or GED.
- Pass a background check.
- Knowledge of cleaning procedures, products and willingness to learn.
- Able to operate cleaning tools and equipment.
- Physically able to perform the duties as required.
- Able to remain on feet for extended periods of time.
- Ability to lift, bend and stand for long periods of time.
- Valid SD driver’s license.

### Supervisory Controls:

Immediately supervised and evaluated by the Facility Manager.