

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILDREN'S CENTER SERVICE WORKER

BASIC FUNCTION:

Under the direction of a Children's Center Supervisor, perform a variety of housekeeping duties to maintain a children's center facility in a clean, safe and sanitary condition in accordance with State health laws.

REPRESENTATIVE DUTIES:

Sweep, scrub, mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; wash windows, walls and countertops.

Dust, clean and wash furniture, desks, tables and woodwork.

Empty and clean waste receptacles; pick up paper and other debris from grounds and buildings.

Clean restrooms including floors, fixtures, appliances and fixtures; refill dispensers.

Change bed linens; wash, mend and fold laundry.

Sweep porches and walkways; water lawns; clean drinking fountains; perform emergency clean-ups in classrooms as needed.

Report the need for repairs to the appropriate personnel.

Perform minor, non-technical repairs and minor preventative maintenance necessary to keep equipment, buildings and fixtures within an assigned area operative, safe and clean as time allows; report other repair and maintenance needs.

Maintain various classroom and restroom supplies, including paper towels, soap and related items.

Assist in food preparation and serving duties for the center as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Requirements of maintaining school building in a safe, clean and orderly condition.

Health and safety regulations pertaining to position.

ABILITY TO:

Perform a variety of housekeeping duties to maintain a children's center facility in a clean, safe and sanitary condition in accordance with State Health laws.

Perform minor, non-technical, unskilled preventative maintenance on equipment, buildings and fixtures as assigned.

Understand and follow oral and written directions.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

Children's center environment; subject to dust and fumes from cleaning chemicals; exposure to communicable diseases.