SHUTTLE DRIVER AND CUSTODIAN

MERCY HIGH SCHOOL, BURLINGAME

Department: Operations and Maintenance; Student Life

Reports to: Assistant Head of School for Student Life; Director of Facilities and Maintenance

FLSA Status: Non-Exempt

Prepared Date: February 20, 2020

Position Summary And Responsibilities: This position is responsible for safely transporting students to and from Mercy High School via the school’s shuttle system. This job is responsible for assisting with the maintenance of providing a clean and safe environment throughout the campus of Mercy High School. The job is a full-time, salaried-exempt, fully benefited, 12-month position reporting to the Assistant Head of School for Student Life and the Director of Facilities and Maintenance. Start time: 6AM

Essential Job Responsibilities include, but are not limited to:

Shuttle Driver

- Safely transport students to and from Mercy High School
- Execute safe driving practices
- Monitor and manage groups of up to ten female students
- Assist with field trip and athletics transportation needs
- Begin work at 6AM

Custodian

- Clean and sanitize restrooms, classrooms, and facilities
- Empty wastebaskets and trash containers
- Clean, mop, wash and vacuum a variety of floors, coverings, ceilings, guard rails using light cleaners, waxers, and buffers
- Dust and clean a variety of building furnishings, such as lamps, mirrors, door and window glass and fixtures, and furniture
- Report needed building and equipment repairs
- Maintain outside walk areas including sweeping debris and washing walkways, as well as additional duties as assigned.
- Assist with set up and take down of various work orders

Abilities:

- Demonstrate a commitment to the Mission and Values of Mercy High School
- Demonstrate the ability to work with evolving systems and structures, and the ability to be flexible in adapting to changing environments and regulations
- Takes initiative and can work independently. Must possess the ability to manage multiple priorities and tasks simultaneously
- Knowledge of environmental and safety requirements and procedures related to custodial services and tasks is a must.
- Knowledge of cleaning and waxing methods, materials and equipment used in industrial cleaning is desirable, but may be learned on the job.
- Ability to understand work instructions given in English, either verbally or in writing
- Work as a collaborative team member of the Custodial staff
- Assists with projects around the school calendar including supporting third party facility rentals as well as after school, weekend, and summer programs
- Support lead custodian in daily tasks
- Performs other duties as assigned by the Head of School

Qualifications •

This position requires the ability to work well with a diverse group of individuals. Good communication skills are necessary as well as the ability to multitask.

Ability to obtain, understand, and give adequate consideration to others’ priorities, opinions, and concerns, is able to work with a diverse constituency and staff.

Must be a self-starter and have the ability to work independently and as part of a team.

Must be comfortable supervising a group of up to ten teenage students

Must be comfortable driving a school shuttle van

High integrity and accountability; exceptional attention to detail and accuracy.

Positive attitude. • Team player with the ability to take and give clear instructions. • Reliable, responsible, and safety-minded. •

Demonstrated expertise and experience with at least 2 years of hands-on custodial experience. The physical ability to supervise and/or personally perform any and all facilities and operations related tasks on/across a multi-story, multi-building, multi-level, campus.

Physical: Must be willing and able to climb ladders and work in areas that are difficult to maneuver through (such as attics and crawl spaces). Must be capable of lifting objects as heavy as 50 pounds. Must have sufficient mobility and dexterity of both arms to safely use cleaning tools. Ability to frequently bend and stoop.

Environmental Conditions: Exposure to high temperatures, seasonal changes, lubrication agents, dust, hazardous materials such as swimming pool chemicals, loud or unpleasant noises. May be exposed to cramped working spaces and areas/tasks where caution must be exercised to ensure safety.

Sensory: Able to speak clearly and make self-understood while understanding others using English language. Frequently must be able to read fine print and discriminate color. Must be able to distinguish normal sounds with loud background noise. Occasionally required to smell. Other specific
visual abilities required include distance vision, peripheral vision, depth vision, and the ability to adjust focus.

Background/fingerprint check required. • Must have valid driver's license. Must have clean driving record

Send resume to Caroline Small, Executive Assistant to the Assistant Head of School for Academics csmall@mercyhsb.com

No phone calls.