



Plant Manager Responsibilities

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Oversees the daily maintenance and needs of the facilities via the cleaning company staff; reports issues directly to the Principal and the cleaning company

- This is inclusive of
 - Classrooms
 - Offices
 - Cafeteria
 - Gymnasium
 - Technology/Media Center
 - All Restrooms
 - And other rooms via contracted cleaning company.
- Ongoing Assessment with recommendations of replacement needs reports directly to the Principal
 - Furniture, doors, windows and trim.
- Assesses the the cleanliness of floors, walls, hallways, stairwells, and glass
- Wet mops and buffs floors as needed when there is an immediate concern (non cleaning crew hours).
- Paints as appropriate/needed
- Replaces light bulbs.
- Makes simple minor adjustments and repairs to plumbing, electrical, and other building fixtures.
 - For work needed out of the scope of capability, will communicate needs with the Principal and

Business Manager to secure professionals to take on the responsibility...For example, plumbers, electricians, HVAC, etc

- Monitors buildings and grounds, and observes and reports hazardous or otherwise defective conditions.
- Cleans up rubbish from grounds and adjacent areas.
- Clears snow from walkway when needed
- Applies salt to walkways to prevent icing (notifies Business Manager of materials needed)
- Assists school staff by making deliveries to classrooms, moving furniture and other heavy objects between rooms and performing other manual or strenuous tasks.
- Maintains safe and secure building conditions and appearance and safety of grounds.
- Reports maintenance and supply needs to the Business Manager
- Maintains security of school building.
- Checks to see that windows and doors are locked and that no unauthorized parties are in the school building.
- Performs a variety of related work as required.

Hours: Monday-Thursday 6am-3pm Friday- 6 am-1pm

