

# BUILDING SERVICE HELPER I

**THE PURPOSE** of this position is to keep all buildings of the Milwaukee Public Schools and the surrounding areas clean and neat at all times.

**ESSENTIAL FUNCTIONS** include:

- ❖ sweeping, mopping and applying floor finish to stairs, corridors and floors of all rooms;
- ❖ vacuuming and cleaning rugs and carpets;
- ❖ dusting and washing chalkboards, walls, woodwork, lockers, desks and other furniture, fixtures and surfaces;
- ❖ cleaning glass in cabinets, windows, doors and mirrors;
- ❖ cleaning toilet and lavatory facilities and refilling toilet paper, paper and cloth towels and soap dispensers;
- ❖ checking and locking windows and doors;
- ❖ collecting waste paper and emptying waste and recycling containers throughout the assigned building;
- ❖ moving and transferring furniture and other heavy objects;
- ❖ cleaning and maintaining equipment and tools of the job;
- ❖ performing outside work on lawn and grounds and performing other functions as assigned.

A Building Service Helper I normally works from 4 to 8 hours per day, usually during the late afternoon and early evening hours. Additional hours or other work schedules may be assigned during school vacations or when required by school activities or weather conditions. Persons must be available to work up to 8 hours during the day when schools are closed for vacation.

## **KNOWLEDGE AND SKILL REQUIREMENTS:**

- ❖ Knowledge of basic cleaning materials, techniques, equipment, and tools.
- ❖ Knowledge of best order of cleaning tasks for optimum results and timely completion.
- ❖ Knowledge of safety principles and safe methods of work.
- ❖ Ability to understand and follow written and oral instructions.
- ❖ Skill in reading and interpreting technical writing and work rules.
- ❖ Skill in using cleaning tools and equipment.
- ❖ Skill in making arithmetic calculations, especially in mixing cleaning solutions.
- ❖ Skill in interpersonal relations.

## **REQUIREMENTS:**

1. Residence in the City of Milwaukee at time of application and throughout employment.
2. At least 18 years of age.
3. Must be able to move and transfer up to 50 pounds on a regular basis.
4. High school diploma or G.E.D. desirable.

**CONVICTION RECORD:** If you have ever been convicted of an offense other than minor traffic violations, you must list details of all convictions on the application and provide your birthdate. Failure to disclose information or falsification may result in rejection or removal from a City position.

**THE CURRENT HOURLY RATE (MPS 70) is: \$10.70-12.47 per hour plus benefits and shift differentials (\$0.60/hr. for 2nd shift; \$0.70/hr. for 3rd shift). When assigned to perform minor maintenance and/or heavy work duties, a task rate of \$0.85/hr. applies.**