

FULL-TIME MAINTENANCE JOB DESCRIPTION LUTHERAN HIGH NORTHEAST



Employees at Lutheran High Northeast are in ministry together, seeking to provide students with a Christ-centered education that includes a clean, caring, and safe environment. In many instances, workers serve as the face of LHNE and must demonstrate an attitude of service, helpfulness, and cooperation in the many interactions with students, parents, families, visitors, and other employees. A positive attitude and a dedicated work ethic are essential for service in this position.

Requirements for this position are as follows:

- Possess a positive servant attitude and a living Christian faith.
- Display a vigorous work ethic, be self-motivated, prompt and organized.
- Possess the physical capability to meet the demands of the job, including lifting, climbing, hauling, etc.
- Exhibit an understanding in basic maintenance (machines, mechanical, electric, etc.)
- Cooperate and show flexibility with school personnel (faculty, staff, administration), students and their families
- Complete required trainings and background check (provided by LHNE upon hiring)

Employment Structure:

- Full-time, 12-month contract, up to 40 hours per week
- Hourly pay commensurate with experience
- Paid vacation/sick leave per policy
- Benefits include health insurance, vision, dental, etc.

Application Information:

- Please deliver/submit a resume with references to principal Daniel Sievert (dsievert@LHNE.org) or 2010 N. 27th ST, Norfolk, NE 68701
- Interviews will be scheduled beginning on December 1, 2021
- Employment will begin in January; training will occur first three weeks with current maintenance director (retiring)

Lutheran High Northeast Full-Time Maintenance List of Duties

Full-time maintenance director also coordinates with the employee(s) responsible for maintenance/janitorial services as needed.

Classrooms (art/music)

Daily: Clean white board, straighten desks/chairs /tables, empty trash, sweep/vacuum, spot clean doors,

Weekly: Dusting, clean windows, clean/disinfect desktops,

Monthly: Disinfect trash containers,

As Needed: Replenish soap/paper towels,

Athletic Hallway

Daily: Clean drinking fountains, vacuum, clean windows, spot clean carpets, floor mats, walls/doors, empty trash,

Commons

Daily: Empty trash, prepare for lunch, lunch clean-up, provide supplies to lunch cleaners, spot clean carpets/mats/doors/walls, clean front door glass

Weekly: Clean trophy case glass, dust display racks, check front trash can (outside front)

Monthly: Disinfect trash containers

Stage

Weekly: Empty trash, dust mop (if needed),

Locker Rooms, Restrooms and Coach/Trainer

Daily: Clean sinks/toilets/urinals, replace paper products, clean mirrors, pick up/sweep floors, empty dehumidifier, spot clean walls/doors/floors, clean/disinfect soap and towel dispensers, clean showers

Weekly: Mop floors, vacuum coaches office/training room,

Gyms

Daily: Dust mop, empty trash,

As Needed: Clean floors (machine), clean dust mop heads, dust chair rack, wipe down storage doors under stage,

Concession Stand

Daily: Empty trash, dust/mop floor,

General Duties

Trim grass/weeds, spray for weeds as needed

Collect/flatten/haul cardboard/paper to recycling container

Clean carpet stains

Snow/Ice removal (machines/shovel and salt spreading)

Flag duty – replace when worn, fly at half-mast

Change lights/ballasts

Adjust clocks/timers

- Aid in home event set-up (athletics, activities, rentals)
- Facilitate pest control
- Replace ceiling tiles
- Retrieve mail (1:45 p.m.) and deliver to office
- Complete repairs (desks, tables, chairs, etc.)
- Clean out flies/bugs from fixtures
- Repair lockers
- Oversee vacuum cleaner and machinery maintenance
- Replenish supplies, aid in fueling vehicles
- Wash/detail school vehicles

MONTHLY

- Switch water heaters
- Check for building exterior needs

BI-ANNUALLY

- Clean out locker rooms (post-season)
- Fully disinfect locker rooms (breaks, summer)
- Clean ceiling vents, return air vents
- Clean carpets (as needed but at least quarterly)

YEARLY

- Complete ESU supply order
- Test eye wash/emergency showers
- Assist in graduation ceremony set up
- Replace filters: Osmosis unit, ice machine
- Install new parking signs (Beef Blast)
- Check/replace batteries in emergency light fixtures

SUMMER

- Clean all carpets
- Scrub, strip and wax all tile floors
- Paint (as requested/needed)
- Complete repairs (as requested/needed)
- Clean ovens, refrigerators and freezers
- Oversee volunteers for flower bed clean-up/mulching, pruning
- Complete Inventory (as requested)

This list is to serve as a general guideline. Tasks may be modified, deleted, or added by the administration based upon changing facility needs.