

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: STUDENT WORKER

BASIC FUNCTION:

Perform general light utility work, custodial services, food services or clerical areas as assigned.

REPRESENTATIVE DUTIES:

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, equipment and materials used in general maintenance work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.

ABILITY TO:

- Operate equipment used in general maintenance and custodial work.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use specialized cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Report safety hazards and need for maintenance and repair.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: be enrolled in high school, a high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

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| Most recent approval by the Powell County Board of Education | Date: |
| Printed name of employee receiving job description. | |
| Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner. | |
| Employee Signature: | Date: |