

Day Porter Job Description

This position is intended to provide additional staffing at the middle schools, and provide substitute staffing for the elementary schools due to the absence of a District Site Support Technician. This is a daytime position. Working hours are 6:30 a.m. to 3:00 p.m.. The Day Porter position requires the candidate to be able to clearly and effectively communicate with school and District staff to include following directions and respond appropriately to radio communications for various circumstances. The position also requires the candidate to have reliable transportation so when needed, they are able to travel to other campuses for coverage.

Responsibilities will include and not be limited to the following:

- Report to assigned school at the designated time
- Unlock all common area doors and gates as determined by location
- Turn on all lighting as determined by location
- Hang U.S. and Arizona flags as determined by location
- Respond to calls for assistance as directed by administrative office staff
- Maintain common area trash receptacles
- Maintain all exterior trash receptacles
- Assist with Lunch Room clean up
- Set-up tables, chairs, and stage as needed by location
- Assist in distribution of school supply deliveries
- Sweep and blow down exterior sidewalks and playground areas
- Notify Building Manager/Site Support Technician of needed repairs
- Follow direction of Building Manager and Administrative Staff
- All other duties as assigned