

CENTRAL NINE CAREER CENTER



Job Description

TITLE: SERVICE ASSISTANT
STATUS: Part-time Position
(2 days a week, 6 hours/day, during school year)
Non Certified Position
Hourly Position
EVALUATED BY: Facilities Director
APPROVED:

QUALIFICATIONS:

1. High School Diploma required.
2. Have excellent integrity and demonstrate good moral character and initiative.
3. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff and administration.
4. Demonstrate the ability to communicate effectively.
5. Pass a Criminal History Background Check

NATURE AND SCOPE OF JOB:

Assists all Service areas of Central Nine Career Center in making Central Nine a great place to learn and work.

PERFORMANCE RESPONSIBILITIES:

Staff Services Assistance

- Front desk lunch coverage as needed
- Package check-in and delivery
- Basic filing & shredding
- Check mail

Student Services Assistance

- Message delivery to students
- General PA announcements
- Clearing of hallways/courtyard at various dismissal times

Facilities Assistance

- Setup for Board meetings & events
- Monthly fire extinguisher checks
- General assistance with projects (sorting, organizing, sanitizing, etc.)
- Other duties as assigned by Facilities Director