

# Napa Valley Nursery School



**JOB:** Carpets & General Maintenance

**TEAM:** Maintenance

**LAST UPDATED/CHANGED:** September 2022

## **JOB DESCRIPTION:**

This jobholder is responsible for the monthly cleaning all of carpets and rugs, as well as maintenance workdays, scheduled by the Maintenance Chair.

## **JOB DUTIES:**

- The cleaning, repair and replacement of all carpets and rugs at NVNS.
- The cleaning of filters in all vacuums monthly.
- This job may include other routine maintenance duties (weekly/monthly) and periodic work days (installing fixtures, painting, etc) as assigned and scheduled by the Maintenance Chair.

## **JOB REQUIREMENTS:**

- Attend all monthly Parent Meetings.
- Attend three or more Maintenance Team meetings (one at the end of summer, one after Winter break and one around Spring break).
- Participate in two Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.
- Participate in additional Maintenance Team workdays, as scheduled by the Maintenance Chair.
- Weekend work; may include summer work.

## **General Duties**

- Shampoo both 8x10 rugs and any small area rugs (Room 1 and music area Room 2) every month.

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- Clean filters in all vacuums monthly. Filters need to be hung to dry and replaced with the extra set found in shed 1.
- Work may be done on weekends but not on the weekend during Housekeeping Saturday. Rugs must be **dry for school Monday morning** and all furniture reset for class, so **Sunday night is not a good option.**
- Keep rug shampooer and vacuum in good working order
- Shampoo liquid is stored in locked cabinet under sink in Room 1. Let director know when you are running low so replacement can be purchased, or purchase on your own and submit receipts to Treasurer for reimbursement.