

Napa Valley Nursery School



JOB: Carpets & General Maintenance

TEAM: Maintenance

LAST UPDATED/CHANGED: April 2019

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. (We rotate through vacuums during the year. Any vacuums in shed 1 may be getting use daily – sometimes twice daily). Filters need to be dry and replaced by Monday's class.
- 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 one 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.

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General Duties

- Prior to the start of school, shampoo **all** carpets. Coordinate with the Director so as not to be in the way of Board Set Up or Orientation (these both occur the first week of September).
- Shampoo both 8x10 rugs and any small area rugs (Room 1 and music area Room 2) *every* month.
- Clean filters in all vacuums monthly. Filters need to be dry and replaced by Monday's class.
- 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; arrange servicing as needed.
- Rug shampooer is to be stored in the Playhouse shed (behind the kitchen). Purchase rug shampoo supplies (check in with Chair about budget); store in upper blue cabinet in Room 1 or in locked cabinet under sink in Room 1. Submit receipts to Treasurer for reimbursement.