



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION DESCRIPTION: Activities Assistant (Grounds/Maintenance)

F.L.S.A: Non-Exempt

REPORTS TO: Director of Activities

ESSENTIAL JOB FUNCTIONS:

1. Perform upkeep of grounds at all district athletic facilities including, but not limited to, mowing, trimming, weeding all areas.
2. Assist in set-up and clean-up of outside athletic events.
3. Assist in maintaining grounds equipment.
4. Assist in stocking concession stands and restrooms at athletic facilities.
5. Empty trash at athletic venues.

ADDITIONAL RESPONSIBILITIES

1. Understand and communicate, both verbally and in writing, using the English language to staff, students, and patrons of the district.
2. Maintain a positive demeanor.
3. Maintain a professional relationship with staff, students, and patrons.
4. Attend meetings as scheduled by supervisors and District Administrators.
5. Complete requested paperwork, electronic forms, surveys, or training as required.

OTHER JOB FUNCTION: Part time – not to exceed 30 hours/week on average.