

Galion City Schools Job Description

Title: Temporary Summer Student Help

About You:

We are looking for a dependable, hardworking student who is willing to help keep our schools clean, safe, and ready for the upcoming school year. The ideal candidate takes pride in their work, follows directions, works well with others, and is willing to complete a variety of hands-on tasks. This position is a great opportunity for a student who wants to build work experience, learn practical skills, and contribute to the school community in a meaningful way.

About the Job:

The Temporary Summer Student Helper will support the maintenance and custodial staff with summer cleaning, building preparation, grounds work, moving furniture, organizing supplies, and other tasks as assigned. This is a temporary summer position designed to help prepare district buildings and facilities for students and staff to return in the fall. Duties may include lifting, carrying, cleaning, sweeping, wiping surfaces, assisting with classroom setup, and working both indoors and outdoors. The position requires reliability, a positive attitude, and a willingness to work as part of a team.

Terms of Employment: Summer session days

FLSA Status: Exempt

Reports To: Operations Director

Adopted: May 2026

Qualifications:

1. Current high school student with preference given to Galion City School District (GCSD) students.
2. Demonstrates guest service skills.
3. Ability to fulfill physical demands, including but not limited to lifting, bending, pushing, pulling, and/or extended walking and standing. This role may also require uniforms and/or Personal Protective Equipment (PPE).

Essential Functions:

1. Assist custodial and maintenance staff with summer cleaning and building preparation.
2. Move, lift, carry, and arrange furniture, boxes, supplies, and equipment as directed.
3. Sweep, mop, vacuum, dust, wipe surfaces, and assist with general cleaning tasks.
4. Help clean classrooms, hallways, offices, restrooms, cafeterias, gyms, and other school areas.
5. Assist with groundskeeping tasks, including picking up trash, pulling weeds, spreading mulch, and maintaining outdoor areas.
6. Set up and take down tables, chairs, desks, and other items for summer projects or school events.
7. Organize, sort, and store supplies, materials, furniture, and equipment.
8. Follow safety procedures when using cleaning supplies, tools, and equipment.
9. Report maintenance, safety, or cleanliness concerns to a supervisor.
10. Work cooperatively with custodial, maintenance, and district staff.
11. Follow directions, complete assigned tasks in a timely manner, and ask questions when clarification is needed.
12. May take inventory when directed.
13. May assist with clerical tasks, including operating office equipment, filing documents, distributing mail, and typing correspondence.
14. May service soap dispensers, towel boxes, and similar containers.
15. May empty and clean trash containers; may line trash containers with plastic trash bags.
16. Student is responsible for:
 - a. Good attendance and punctuality
 - b. Following instructions
 - c. Maintaining a willing, courteous, and enthusiastic attitude
 - d. Being productive
 - e. Showing initiative
 - f. Being appropriately dressed and well-groomed
17. Conforms to safety standards, as prescribed.
18. Identifies, analyzes, and solves problems
19. Seeks to improve personal and organizational performance by measuring and monitoring outcomes
20. Is open to change and willing to be involved in the change process
21. Complies with all building, district, state, and federal policies/guidelines

Other Duties and Responsibilities:

1. Serves as a role model for peers in conducting themselves as citizens and responsible, intelligent human beings
2. Helps instill in students the belief in and practice of ethical principles and democratic values
3. Conducts other duties as assigned by their supervisor

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather conditions
3. Occasional interaction among unruly children
4. Encounters with angry, rude, and/or unpleasant individuals

Evaluation:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating exempt personnel.

Employee Acknowledgment:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____