



MUSKOGEE PUBLIC SCHOOL DISTRICT I-20  
Muskegee, Oklahoma

## **JOB DESCRIPTION**

### **Summer Worker**

April 2026

---

**Job Title:** Summer Worker  
**Report to:** Event Coordinator/Director of Maintenance & Facilities  
**Department:** Operations  
**Number of days:** 8 weeks - 4 in June / 4 in July  
**Salary:** \$15.00 per hour - 20-30 hours per week

**POSITION SUMMARY:** Under general supervision, assist with packing and movement of furniture, desk, boxes, supplies and technology.

#### **Qualifications/Job Requirements:**

- Skills in driving equipment.
- Ability to follow oral and written instructions; to learn the names of tools and equipment used in moving furniture and equipment; to maintain the physical stamina necessary to perform heavy manual labor; to read and write.
- Knowledge of methods, materials, and techniques in safe movement of materials and storage.
- Must meet job description essential duties criteria.

#### **Duties and Responsibilities:**

- Uses equipment on site to move the movement of furniture, desk, boxes, supplies and technology.
- Obtains materials and supplies according to established policies and procedures.
- Performs a variety of incidental tasks such moving furniture and equipment and some assembly as required to complete job tasks.
- Keeps storage areas clean and in safe workable condition.
- Ensures that all equipment assigned is safe and well maintained. Repairs, adjusts, or replaces equipment as necessary.
- Conforms to and follows all safety practices set forth by the district.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- Assist the technology / maintenance department in performance of the responsibilities required to complete work being performed on site.
- Perform regular high- pressure washing
- Perform regular maintenance and painting
- Perform seasonal lawn care and use of mower
- Performs other duties as assigned.

**EVALUATION:** Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Salaried Support Personnel.

I hereby acknowledge receiving a copy and explanation of the Job Descriptions  
I understand the performance duties and responsibilities are an integral part of  
my employment and I will be subject to evaluations of my performance.

---

**Employee Signature**

**Date**