



JOB DESCRIPTION – Custodian

JOB GOAL:

To ensure assigned facilities are safe and clean for students and staff through care, maintenance, and sanitation services .

QUALIFICATIONS:

1. High School Diploma, equivalent, or at least 6 months of experience with private custodial company.
2. Experience in custodial work or equivalent is preferred.
3. Possess a valid state of Florida Driver’s License.

REPORTS TO: Principal and/or Assistant Principal

SUPERVISES: N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proficient in the use of custodial equipment and cleaning chemicals.
2. Possess knowledge of OSHA standards relating to assignment.
3. Possess effective oral and written communication skills.
4. Ability to assume assigned responsibilities.
5. Ability to organize and prioritize.
6. Ability to work well with team members to accomplish assigned tasks.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
2. Clean windows, window ledges, furniture, and equipment in all assigned areas daily.
3. Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
4. Vacuum and spot clean assigned carpeted rooms and hallways daily.
5. Empty and clean trash cans in all assigned areas daily.
6. Assist in maintaining the inventory of custodial supplies, tools, and materials.
7. Assist in the supervision of the physical security of the facility as required.
8. Provide emergency cleanup for spills and mishaps throughout the facility.
9. Inspect building lighting fixtures daily. (wall plugs, light switch covers)
10. Assist in the operation of the facility HVAC system as required.
11. Assist in cleaning and setting up facilities for meetings/workshops as required.
12. Perform minor maintenance repairs as assigned.
13. Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
14. Assist with grounds maintenance as required.

Inter- / Intra- Agency Communication and Delivery

15. Communicate effectively with staff and vendors.
16. Keep supervisor informed of potential problems or unusual events.
17. Respond to inquiries and concerns in a timely manner.

Effective July 2022

Employee Qualities / Responsibilities

18. Demonstrate initiative in the performance of assigned responsibilities.
19. Provide for a safe and secure workplace.
20. Model and maintain high ethical standards.
21. Maintain confidentiality regarding school matters.
22. Participate in workshops and professional learning as required.

System Support

23. Follow all School Board policies, rules, and regulations.
24. Demonstrate support for the District and its goals/priorities.
25. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; and use of sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.
2. Sit, stand, and walk for required periods of time.
3. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District's policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022