



## **JOB DESCRIPTION – Custodian**

### **JOB GOAL:**

To ensure assigned facilities are safe and clean for students and staff through care, maintenance, and sanitation services. This is to include the maintaining of a neat and visually appealing campus/grounds.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Experience in custodial work and groundskeeping is preferred.
3. Possess a valid state of Florida Driver's License.
4. Must provide written references upon the request of the Superintendent.

**REPORTS TO:** Principal and/or Assistant Principal

**SUPERVISES:** N/A

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of and skill to effectively use the tools of the trade.
2. Knowledge of and ability to perform preventive maintenance.
3. Proficient in the use of grounds keeping equipment and tools.
4. Knowledge of custodial equipment and cleaning chemicals.
5. Possess knowledge of OSHA standards relating to assignment.
6. Ensure that all job-related functions are in compliance with OSHA standards.
7. Ability to assume assigned responsibilities and work well with team members to complete tasks.
8. Ability to organize, prioritize and communicate effectively both orally and in writing.

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Keep school and campus clean and sanitary and stocked with supplies.
2. Assist custodial staff in cleaning and other tasks as needed or directed.
3. Assist staff in cleaning, setting up, and other tasks as needed or directed.
4. Paint and perform minor carpentry work as assigned (graduation, concerts, plays, banquets).
5. Utilize and maintain proper tools and equipment required to complete work assignments.
6. Maintain the inventory of custodial supplies, tools, and materials.
7. Assist in the supervision of the physical security of the facilities as required.
8. Assist in placing orders, if needed, for parts, supplies, and materials.
9. Trouble-shoot and provide emergency repair service on mechanical equipment as directed.
10. Assist in developing and maintaining a preventive maintenance program.
11. Ensure that the campus is in compliance with OSHA standards.
12. Loan and drive grounds keeping and/or custodial vehicle to other sites, if required.
13. Mow/trim all areas on campus as often as possible.
14. Assist with grounds keeping at other facilities, as needed.
15. Ensure that all grounds, classrooms, and other areas are cleaned when after-school activities are concluded.
16. Be on call for after-hour emergencies (fire alarm problems, flooding, vandalism).
17. Assist in the operation of the facility HVAC system as required.
18. Assist in making sure all exit doors are unlocked and locked daily.

Effective: July 2022

### Inter- / Intra- Agency Communication and Delivery

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

### Employee Qualities / Responsibilities

22. Demonstrate initiative in the performance of assigned responsibilities.
23. Work independently as needed.
24. Provide for a safe and secure workplace.
25. Model and maintain high ethical standards.
26. Maintain confidentiality regarding school matters.
27. Participate in workshops and professional learning as required.

### System Support

28. Follow all School Board policies, rules, and regulations.
29. Demonstrate support for the District and its goals/priorities.
30. 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