LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: Custodian (various shifts)

Exemption Status: FLSA/Non-Exempt

Reports to: Plant Manager and Principal

Salary Schedule: Classified Hourly A

Dept./School: Assigned Campus

Date Approved: November 7, 2022

Primary Goal:

Maintaining an attractive, sanitary, and safe facility for students, staff, and the public; providing equipment and furniture arrangements for meetings, classroom activities, and events; and minimizing property damage, loss, and liability exposure to the school system. Work is evaluated through observation while work is in progress and by inspection of completed assignments.

Minimum Training and Qualifications:

GED or High School Diploma (preferred)

Ability to lift up to 50 pounds unassisted

Work in conditions that require excessive walking, stooping, pushing, carrying, bending, lifting and climbing. Work may be performed at heights of up to 12 feet using ladders and/or scaffolding.

Knowledge of basic math, ability to read and follow instructions, and understand multi-step written and oral instructions

Able to work under limited supervision following standardized practices and/or methods

Responsible for use of safety devices and protective equipment to minimize the frequency and severity of work-related accidents

Performance Responsibilities:

1. Cleans assigned school system facilities (e.g., classrooms, offices, gyms, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
2. Prepares school district facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, raising flags, placing crosswalk signs, performing other minor repairs, etc.) for the purpose of ensuring school system facilities are operational and safe.
3. Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
4. Helps respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
5. Secures school system facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to the school system.

6. Inspects school system facilities for the purpose of ensuring the site is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
7. Services job-related machinery/equipment (e.g., adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.
8. Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
9. Delivers various items (e.g., supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
10. Performs other duties as assigned by the Plant Manager or Principal.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress

The **Custodian** position is a twelve (12) month position and is classified as FLSA non-exempt. This is a support/classified position and performance of this job will be evaluated according to procedures established by the Superintendent. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).