CUSTODIAN - B
JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** Blue Collar – Level I
DEPARTMENT: Local School	**WORK DAYS:** 236
REPORTS TO: Plant Operator	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY
To provide care, maintenance, cleanliness and safety of the school plant and grounds for the students and staff of the Martin County School District.

MINIMUM REQUIREMENTS
Must be physically capable of performing essential duties and professionalism components of job description.
CERTIFICATION: N/A
WORK EXPERIENCE: Custodial experience preferred
PREFERRED QUALIFICATIONS
• High School Diploma or equivalent • Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements related to assignment • Knowledge of custodial procedures and equipment • Ability to communicate orally and in writing • Ability to read and follow instructions • Ability to work harmoniously with custodial staff • Ability to perform minor repairs to equipment, building and grounds • Ability to organize and establish priorities • Ability to stand for long periods of time • Ability to work effectively within a team as well as independently
SUPERVISES
N/A
ESSENTIAL DUTIES
• Clean specified areas of building as outlined by Principal or Plant Operator • Operate and maintain equipment in a safe manner; stripper, buffer, polisher, wet vac, vacuum, extractor, pressure cleaner, lawn mower, weed eater, mop, broom, etc. • Open and/or secure the facility as assigned • Comply with local laws and procedures for the storage of flammable materials and disposal of trash • Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues • Assist with or perform grounds maintenance as assigned • Assist in set up and break down as well as clean-up of school function • Clean restrooms such as mop floors, replenish supplies, clean toilets, etc. • Sweep sidewalks, clean cafeteria, empty garbage cans, clean tables, etc. • Deliver materials such as books, supplies, etc. • Member of Disaster Recovery Team (shelter site) • Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: School environment and/or classroom environment and regular exposure to weather including heat, cold, dampness, and/or humidity.
This position is listed as "Essential" during a declared emergency, and will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty.
Physical Demands: Typically requires climbing ladders; pushing and/or pulling; must have sufficient strength and manual dexterity to operate equipment used to clean floors and carpets; must be able to lift, push, and or pull in excess of 50 pounds; must be able to stand, crouch, and climb to use ladders and perform various types of manual labor.
Heavy Work: Persons must be capable of frequently lifting/carrying/pushing/pulling up to 20 lbs; occasionally up to 60 lbs; as part of a team in excess of 100 lbs; heavy physical activity required.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **are** subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://drive.google.com/file/d/1P7EWWTv2zE0dLAjdY_268G6s_Ql9XZpH/view?usp=sharing

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.