

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

CUSTODIAN, HEAD

JOB DESCRIPTION

JOB CODE: 790251 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 25
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED;
- (2) Minimum of three (3) years of successful custodial and light maintenance experience; or
- (3) An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment and cleaning chemicals. Knowledge of OSHA standards relating to assignment. Communicate effectively both orally and in writing. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize. Possess supervisory skills. Ability to understand and generate verbal and written instructions and reports. Ability to plan work assignments, supervise and direct the work of custodial personnel, while performing own routine custodial task. Ability to establish and maintain effective working relationships with students, parents, staff, administrators, and outside agencies.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To coordinate and provide care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

SUPERVISES:

Custodial Staff

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist immediate supervisor with assigning, coordinating, supervision and utilizing custodial services available.
- *(2) Perform routine maintenance, custodial and grounds services for safety and appearance, including operation and care of equipment.
- *(3) Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
- *(4) Provide for the opening and/or securing of the facility as assigned.
- *(5) Assist with the lifting or moving of heavy objects.
- *(6) Supervise the disbursement and use of custodial supplies and equipment.
- *(7) Assist the custodial staff in utilizing the most effective cleaning techniques.

CUSTODIAN, HEAD (Continued)

- *(8) Comply with local laws and procedures for the storage of flammable materials and disposal of trash, rubbish and waste.
- *(9) Conduct periodic inspections of electrical installations as to their safe condition and report to immediate supervisor.
- *(10) Regulate heating and cooling systems to provide temperature appropriate to the season and ensure economical usage of fuel, water and electricity.
- *(11) Assist in monitoring halls, walkways, restrooms and lunchroom for cleanliness areas as required.
- *(12) Inspects offices, meeting rooms, classrooms, hallways and restrooms for cleanliness and proper maintenance.
- *(13) Requisitions and distributes custodial supplies.
- *(14) Serve as shipping and receiving agent for school materials, supplies and equipment.
- *(15) Participate in casualty prevention tests and inspections as required.
- *(16) Assist in setting up facilities for programs, meetings, and other school functions as required.
- *(17) Assist with grounds maintenance as required.
- *(18) Serve on school/district committees as required or appropriate.
- *(19) Adhere to applicable safety standards.
- *(20) Attend all staff meetings and workshops.
- *(21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(22) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(24) Demonstrate initiative in the performance of assigned responsibilities.
- *(25) Demonstrate support for the school district and its goals and priorities.
- *(26) Exhibit interpersonal skills to work as an effective team member.
- *(27) Follow attendance, punctuality and proper dress rules.
- *(28) Maintain confidentiality regarding school/workplace matters.
- *(29) Maintain expertise in assigned area.
- *(30) Manage time efficiently.
- *(31) Model and maintain high ethical standards.
- *(32) Participate in cross-training activities as required.
- *(33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(34) Prepare all required reports and maintain updated and accurate records.
- *(35) Represent the District in a positive and professional manner.
- *(36) Respond to inquiries and concerns in a timely manner.
- *(37) Perform other duties as assigned.
- *(38) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

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.

CUSTODIAN, HEAD (Continued)

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 02

Adopted 8/2/11