

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### CUSTODIAN, LEAD

#### JOB DESCRIPTION

**JOB CODE:** 790262, 790264, 790269      **BARGAINING UNIT ELIGIBILITY:** Yes

**FLSA:** Non-Exempt      **PAY GRADE:** 23

**SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) Completion of the eighth grade; High School Diploma or GED, preferred.
- (2) Minimum of one (1) year experience in custodial work and light maintenance work, preferred.
- (3) Training or experience in custodial work, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment and cleaning chemicals used in cleaning floors, carpet, walls, windows, light fixtures, plumbing fixtures. Proficient in the use of yard maintenance tools and equipment. Posses knowledge of OSHA standards relating to assignment. Ability to assume assigned responsibilities. Ability to work harmoniously with others. Ability to organize and prioritize. Ability to perform routine duties guided by standard practice. Ability to give directions and provide supervision to custodial staff in the absence of the Head Custodian, while performing own routine custodial tasks. Ability to communicate effectively both orally and in writing. Ability establish and maintain effective working relationships with parents, students, staff, and outside agencies.

#### REPORTS TO:

Work-Site Supervisor

#### JOB GOAL

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

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(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.
- \*(3) Sweep or vacuum and mop, wax, and polish hard surfaces of assigned rooms and corridors.
- \*(4) Vacuum and spot clean assigned carpeted rooms and hallways daily, shampoo carpet as needed.

## CUSTODIAN, LEAD (Continued)

- \*(5) Empty and clean trash cans in all assigned areas daily.
- \*(6) Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
- \*(7) Assist in the supervision of the physical security of the facility as required.
- \*(8) Provide emergency clean-up for spills and mishaps throughout the facility.
- \*(9) Inspect building lighting fixtures daily. Replace bulbs as needed.
- \*(10) Perform minor maintenance repairs as assigned.
- \*(11) Patrol facility and grounds to pick up and prevent the accumulation of litter daily and clean sidewalks as required.
- \*(12) Assist in lifting and moving heavy objects and furniture as required.
- \*(13) Assist in setting up facilities for programs, meetings, etc. as required.
- \*(14) Comply with all local, state and federal regulations and laws relating to job assignment.
- \*(15) Provide periodic inspections of other custodians.
- \*(16) Secure building and set alarms.
- \*(17) Assist with grounds maintenance as required.
- \*(18) Adhere to applicable safety standards.
- \*(19) Attend all staff meetings and workshops.
- \*(20) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(22) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Demonstrate support for the school district and its goals and priorities.
- \*(25) Exhibit interpersonal skills as an effective team member.
- \*(26) Follow attendance, punctuality and proper dress rules.
- \*(27) Maintain confidentiality regarding school/workplace matters.
- \*(28) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(29) Manage time efficiently.
- \*(30) Model and maintain high ethical standards.
- \*(31) Participate in cross-training activities as required.
- \*(32) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(33) Prepare all required reports and maintain updated and accurate records.
- \*(34) Represent the District in a positive and professional manner.
- \*(35) Respond to inquiries and concerns in a timely manner.
- \*(36) Perform other duties as assigned.
- \*(37) 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, LEAD (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