

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Custodian

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in custodial work or equivalent is preferred.
- (3) Possess a valid state of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignments. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

REPORTS TO: Operations Foreman

JOB GOAL

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

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (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 daily.
- (3) Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
- (4) Vacuum and spot clean assigned carpeted rooms and hallways daily.
- (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.
- (10) Assist in the operation of the facility HVAC system as required.
- (11) Assist in setting up facilities for meetings and workshops as required.
- (12) Perform minor maintenance repairs as assigned.
- (13) Participate in casualty prevention tests and inspections as required.
- (14) Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
- (15) Assist with grounds maintenance as required.

Inter / Intra-agency Communication and Delivery

- (16) Communicate effectively with staff and administration.
- (17) Keep supervisor informed of potential problems or unusual events.
- (18) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- (19) Demonstrate initiative in the performance of assigned responsibilities.
- (20) Provide for a safe and secure workplace.
- (21) Model and maintain high ethical standards.
- (22) Follow attendance, punctuality and proper dress rules.
- (23) Maintain confidentiality regarding school matters.
- (24) Maintain positive relationships with staff.
- (25) Participate in workshops and training sessions as required.

System Support

- (26) Prepare all required reports and maintain all appropriate records.
- (27) Follow all School Board policies and school policies and procedures.
- (28) Exhibit interpersonal skills to work as an effective team member.
- (29) Demonstrate support for the School District and its goals and priorities.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

TERMS OF EMPLOYMENT: 9 ½ Month or 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by the designated Supervisor/Administrator

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

SALARY ITEM NUMBER: 32, Level IV