

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CUSTODIAN, Head

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years experience in custodial work preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the use of custodial equipment, cleaning materials and procedures.
- Effective skills in oral and written communications.
- Knowledge of computer applications as related to job functions.
- Knowledge of first aid and dealing with emergencies.
- Knowledge of basic mechanical and technical applications as related to specific job functions.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To coordinate duties of custodians and to provide for and ensure clean, sanitary, safe and well maintained school facilities.

PERFORMANCE RESPONSIBILITIES

1. * Perform responsibilities of Custodian, as needed.
2. * Maintain regular and appropriate communication with school administration.
3. * Work cooperatively with District personnel and the public.
4. * Provide leadership, direction and training to custodial personnel based on Custodial Handbook.
5. * Inspect facility and grounds daily for safety, custodial, maintenance, and vandalism needs. Report and correct in a timely manner.
6. * Plan, organize, coordinate, schedule, and perform facility cleaning operations (daily, weekly, monthly, and project tasks).
7. * Schedule custodial hours and areas to maximize efficiency.
8. * Observe custodial work and document progress of project work.
9. * Inventory and maintain accurate records of custodial supplies and equipment.
10. * Order custodial supplies.
11. * Maintain custodial equipment in clean and working order.
12. * Submit and track district work orders through completion.
13. * Participate in training instructions and activities.
14. * Perform other duties as assigned by the Principal, Designee, or Assistant Director of Facilities Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, vacuum cleaners, wet/dry vacuum, 175 RPM floor machine, floor burnisher, automatic floor scrubbing machine, carpet extractor, pressure washer, ladders and blowers.

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Outdoors The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on elevated work platforms, ladders, and high places, exposure to high heat, and chemicals.
Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

TERMS OF EMPLOYMENT

PAY GRADE

E8-06 \$23,362 - \$41,489
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40.0
Annual Hours 2064
Job Code 1628

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 52
Function 7900
Survey Code 79025

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 16, 2016
March 23, 2010
October 11, 1994

ADA Information Provided by Amber Sperlich
Position Description Prepared by Amber Sperlich

E8B-06 \$20,202 - \$35,865

District Salary Schedule
Months 11
Annual Days 223
Weekly Hours 40.0
Annual Hours 1784
Job Code 1902