

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CUSTODIAN

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma preferred.
- Experience in custodial work or equivalence preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the use of custodial equipment and cleaning chemicals.
- 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 provide for and ensure clean, sanitary, safe, and well maintained school facilities.

PERFORMANCE RESPONSIBILITIES

1. *Perform all cleaning and sanitizing in accordance with Custodial Services Handbook and District requirements.
2. *Use custodial chemicals and supplies in accordance with Custodial Services Handbook and manufacturer's instructions.
3. *Operate and maintain custodial equipment in accordance with Custodial Services Handbook and manufacturer's instructions.
4. *Maintain proper care and disposal of all trash and recyclables and adhere to energy and recycling program requirements.
5. *Perform general cleaning and sanitizing of facilities to include, but not limited to, floors, carpets, classrooms, offices, cafeteria, gymnasium, shower and locker rooms, auditorium, toilet rooms, drinking fountains, and all related areas, as well as cleaning up after accidents and/or illnesses in accordance with District procedures.
6. *Unlock and secure facilities.
7. *Report and correct safety, custodial, maintenance, and vandalism needs.
8. *Restock and maintain supplies in all restrooms.
9. *Maintain clean working equipment and supplies sufficient for the job.
10. *Police facility grounds.
11. *Respond to non-routine work requests.
12. *Inform administration and Head Custodian or Plant Maintenance of repairs requiring work orders.
13. *Replace light bulbs, as needed. This will require use of ladders.
14. *Maintain the cleanliness of air conditioner filters, return air grilles, and vents.
15. *Perform minor repairs and touch up painting.
16. *Move and assemble furniture and equipment.
17. *Participate in training.
18. Perform other duties as assigned by the Principal, Principal's designee, or Director of Custodial Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

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 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 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 20 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.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
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.

TERMS OF EMPLOYMENT

PAY GRADE

E8-03 \$20,839 - \$37,001
 District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 40.0
 Annual Hours 2064
 Job Code 1630

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 18
 EEO-5 Line 52
 Function Vary
 Survey Code 79026

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 16, 2016
March 23, 2010
September 28, 1999

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

E8-02 \$17,984 - \$31,941
 District Salary Schedule
 Months 11
 Annual Days 223
 Weekly Hours 40.0
 Annual Hours 1784
 Job Code 1905

E-01 \$15,808 - \$28,074
 District Salary Schedule
 Months 10
 Annual Days 196
 Weekly Hours 40.0
 Annual Hours 1568
 Job Code 1904