

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### CUSTODIAN, Head (Floor Care/Disinfection Team)

#### 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, must be able to read and write the English language.
- 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.
- Ability to present information in a one-on-one setting or in small group situations.

#### SUPERVISION

**REPORTS TO** Custodial Manager  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To provide and maintain a clean, sanitary, and safe environment by conducting disinfection of common spaces and ensuring floor surfaces are well maintained in a manner that supports the vision and mission of SCPS.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Coordinate District-wide floor care and disinfection services at all assigned campus and facility locations.
2. \*Unlock and secure campus, as required.
3. \*Oversee all aspects of floor care program at assigned locations to include, but not limited to, provide leadership to assigned team; conduct new employee, continuing, and on the job training, as required; coordinate and communicate schedules with school/facility administration and assigned team; input energy scheduler request; document/diagram room setup and furniture removal and replacement; and scrub, strip, and refinish floors as outlined in the Custodial Handbook.
4. \*Follow established safety procedures.
5. \*Maintain equipment in good working order and operate disinfection and floor cleaning/finishing equipment to include, but not limited to, disinfection machine, buffer/burnishers, cleaning/finishing equipment, and water extraction machine.
6. \*Maintain effective communication with assigned team, assigned facilities, custodial supervisors, custodial manager, and District staff; conduct weekly team meetings and provide weekly status reports to assigned supervisor.
7. \*Order, inventory, and maintain accurate records of custodial supplies and equipment.
8. \*Perform responsibilities of custodian, as needed.
9. \*Ensure all assigned staff utilize timekeeping program to adequately report time.
10. Perform other duties as assigned by Custodial Manager, District Custodial Administrative Staff, and Assistant Director of Facilities Services.

*\*Denotes essential job function/ADA*

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### EQUIPMENT / MATERIALS

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

### 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

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Crawling</b>	Moving about on hands and knees or hands and feet.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	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.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	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.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

<b>Outdoors</b>	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.
<b>Indoors</b>	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<b>Indoors &amp; Outdoors</b>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<b>Heat</b>	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<b>Noise</b>	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.
<b>Vibration</b>	The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
<b>Hazards</b>	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.
<b>Oils</b>	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 162812

**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**

**June 6, 2017**

ADA Information Provided by Kim Dove  
Position Description Prepared by Kim Dove

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

District Salary Schedule  
Months 11  
Annual Days 223  
Weekly Hours 40.0  
Annual Hours 1784  
Job Code 162811