



Sarasota Military Academy

JOB DESCRIPTION

CUSTODIAN

SALARY SCHEDULE: Commensurate with the Academy's approved compensation plan.

QUALIFICATIONS:

1. High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of maintenance equipment used on assignments. Capable of completing heavy manual work in routine housekeeping duties and grounds work in and around campuses. Ability to follow directives and to work as a team member. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Head of School
Head Custodian
Facilities Director

JOB GOAL

To provide services that will maintain a clean, safe and positive environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Develop a working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.
2. Develop ability to scrub, mop, wax and polish floors.
3. Develop the ability to maintain bathrooms as a safe and healthy place.
4. Assist in making simple repairs to equipment.
5. Empty waste paper baskets and take trash to dumpster.
6. Move office and classroom furniture as directed.
7. Provide for a safe and secure workplace.
8. Maintain confidentiality regarding school matters.
9. Participate in workshops and training sessions as required.
10. Keep supervisor informed of potential problems or unusual events.
11. Respond to inquiries and concerns in a timely manner.
12. Prepare all required reports and maintain all appropriate records.
13. Follow all Academy policies, rules and regulations.
14. Perform other incidental tasks consistent with the goals and objectives of this position.



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PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force as frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Academy's approved compensation plan.

Length of the work year and hours of employment shall be those established by the Academy.

EVALUATION:

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