

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATING CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Prior custodial and / or supervisory experience beneficial.
- (3) Physically able to perform assigned duties
- (4) Valid Drivers License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the equipment used in custodial tasks. Ability to understand and follow instructions. Ability to work continuous hours while standing. Ability to learn routine custodial duties. Must be able to complete an assigned schedule over a normal workday and be able to follow a well-established routine. Helps plan, assign and supervise the work of varying numbers of employees. Duties require some independent judgment in planning work methods, scheduling work and checking the work of other custodians. Must have basic computer knowledge for accessing email, employee information, time off requests, and work orders.

JOB GOAL

To assist in coordinating the activities of the building custodians in a manner that promotes a safe, clean and positive school site while functioning as a working custodian.

REPORTS TO:

Director of Custodial Services or his/her designee

EVALUATED BY:

Director of Custodial Services or his/her designee

SUPERVISES:

Custodial Staff as assigned by the Director of Custodial Services or his/her designee

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a working knowledge of methods, materials and equipment needed to complete assigned tasks.
- * (2) Develop and maintain a working knowledge for the care of all assigned equipment.
- * (3) Perform heavy cleaning activities (scrub, mop, wax, polish, dust, wash windows, etc.) as assigned.
- * (4) Learn how to use and maintain sophisticated equipment and assist other custodians as necessary.
- * (5) Distribute materials and supplies as directed.
- * (6) Move furniture and equipment as directed.
- * (7) Report all damage and repairs to supervisor immediately.
- * (8) Open and secure buildings and gates or assign task to a responsible employee, Perform the more difficult aspects of custodial operations as appropriate.)

COORDINATING CUSTODIAN (Continued)

- * (9) Work with a variety of chemicals, some of which may be mixed by self for use.
- * (10) Attend in-service training sessions on custodial related subjects.
- (11) Keep building and premises, including sidewalks, driveways, & play areas neat and clean at all times.
- * (12) Use effective and positive interpersonal communication skills.
- * (13) Must use personal protective equipment as prescribed by product labeling, safety data sheets, and OSHA guidelines.
- * (14) Provides pertinent information to custodial staff as directed.
- * (15) Actively participates in meetings with the Director of Custodial Services or his/her designee.
- * (16) Serve as a building liaison between the Director of Custodial Services, his/her designee, and other custodians, working together to establish a clean and safe work environment.
- * (17) Assist with ordering and maintaining cleaning materials and equipment, and maintain an appropriate inventory of it for a specific work site.
- * (18) Assist with the training of new employees in proper cleaning techniques.
- * (19) Assist planning work assignments and directing the work of custodial personnel.
- * (20) Keep such records as required by the District Custodial Supervisor.
- * (21) Help implement the maps and procedures essential to the upkeep of our buildings.
- * (22) Complete work on schedule and according to established standards.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

This is heavy work which could require the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, standing, walking, pushing, pulling, lifting, (25 lbs. minimum), repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors. The employee may be required to work from lifts of various heights periodically. Frequent reaching and working overhead is required of the employees. The employee must frequently lift up to 50 pounds and exert up to 100 pounds of force.

TERMS OF EMPLOYMENT:

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:

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

*Essential Performance Responsibilities

Job Description Supplement Code 8

Salary Lane: Support PDZ-4