

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### CUSTODIAN / MAIL COURIER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Physically able to perform assigned duties

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of equipment used on the job. Capable of performing routine housekeeping, domestic tasks and grounds work under relatively close supervision. Must be able to complete an assigned schedule over a normal work day and be able to follow a well-established routine.

#### REPORTS TO:

District Custodial Supervisor or Assistant District Custodial Supervisor or Coordinating Custodian.

#### JOB GOAL

To provide a safe, attractive, comfortable, clean and positive environment at the school / work site.

#### EVALUATED BY:

District Custodial Supervisor and Assistant District Custodial Supervisor.

#### SUPERVISES:

N/A

#### 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) Complete work on schedule and according to established standards.
- \* (5) (Distribute materials and supplies as directed)
- \* (6) Move furniture and equipment as directed.
- \* (7) Report minor repairs as directed.
- \* (8) Report all damage and major repairs to supervisor immediately.
- \* (9) Assume responsibility for unlocking / securing facilities as assigned.
- \*(10) (Work with a variety of chemicals, some of which may be mixed by self for use.)
- (11) Attend in-service training sessions on custodial related subjects.
- (12) Keep building and premises, including sidewalks, driveways, & play areas neat and clean at all times.
- (13) Use effective, positive interpersonal communication skills.
- (14) Must use personal protective equipment as prescribed by product labeling, material safety data sheets, and OSHA guidelines.

**CUSTODIAN (Continued)**

- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- (16) Deliver mail to all centers. Pick up and deliver mail to post office.

**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 as needed to move objects.

**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**

**Flagler Schools Strategic Framework – Operational Services**

**Salary Lane: Support PDZ**