

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Physically able to perform assigned duties
- (3) Valid Driver's License (for Warehouse positions)

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. Must have basic computer knowledge for accessing email, employee information, and time off requests.

JOB GOAL

To provide for and ensure clean, safe, and positive environment at all district building.

REPORTS TO:

Director of Custodial Services or his/her designee

EVALUATED BY:

Director of Custodial Services or his/her designee with input from Lead and Coordinating Custodian.

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) Learn how to use and maintain sophisticated equipment.
- * (5) Distribute materials and supplies in the absence of Supervisor.
- * (6) Move furniture and equipment as directed.
- * (7) Report all damage and repairs to supervisor immediately.
- * (8) Assume responsibility for unlocking/securing facilities as assigned.
- * (9) Work with a variety of chemicals, some of which may be mixed by self for use.

CUSTODIAN (Continued)

- (10) Keep building and premises, including sidewalks, driveways, & play areas neat and clean at all times.
- *(11) Use effective and positive interpersonal communication skills.
- *(12) Must use personal protective equipment as prescribed by product labeling material safety data sheets, and OSHA guidelines.
- *(13) Complete work on schedule and according to established standards.
- (14) Performs other duties as assigned consistent with the goals and objectives of this position.
- *(15) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

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 Schedule: Support PDZ