



One of Florida's First Charter Schools

Seaside Neighborhood School

Seaside Neighborhood School Plant Manager

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two (2) years' experience in maintenance/custodial work.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: School Custodial Employees

POSITION GOALS

Provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs custodial personnel in the safe, proper, and efficient use of all equipment and procedures.
2. Supervises training of new custodial employees. Plans, assigns, supervises, and inspects work of custodial staff. Makes recommendations for disciplinary actions. Confers with the Principal regarding any personnel problems. Arranges for substitutes when required.
3. Completes paperwork (time sheets, leave forms, evaluations, etc) on all personnel in assigned area.
4. Assists the Principal with interviewing of custodial applicants.
5. Performs school maintenance duties, such as repairing pipes, faucets, lights, doors, locks, equipment, air filters, HVAC, and other minor maintenance needs of the school.



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6. Records all custodial maintenance requisitions. Orders all supplies and conducts periodic inventories of supplies.
7. Keeps information logs on air filter changes, school keys, chemicals and other data requested by the Principal.
8. Has a working knowledge of the fire alarm system, heating and cooling system, and intercom and clock system. Makes minor repairs and reports problems to the principal.
9. Reports immediately to the Principal any problems regarding unsafe conditions or accidents in relation to personnel.
10. Completes custodial duties as needed to include vacuuming, cleaning, garbage pickup, waxing etc., as assigned by the Principal.
11. Performs all bookkeeping responsibilities as required by the Principal. Completes all required reports. Keeps all records in relation to the school facilities.
12. Works to obtain supplies and equipment needs, instructions on repairs, and school requests for board.
13. Continues to work to improve knowledge and competence in relation to position.
14. Keeps building and premise neat and clean at all times.
15. Regulates temperatures of the buildings appropriate to the season to ensure economy in the cost of running the system, Cleans air filters regularly.
16. Checks daily to ensure exit doors and panic bolts are working properly.
17. Sweeps and dusts daily.
18. Cleans stairwells daily.
19. Cleans and disinfects toilets, bathroom floors, all sanitary fixtures and drinking fountains daily.
20. Washes windows inside as needed.
21. Keeps floors free of trash, clean, and in good condition to preserve them.
22. Reports any damage to the school immediately to the principal.
23. Is at the school during the required school hours and as needed after school for school events required by the principal.
24. Assumes the responsibility of closing the building each day securing all windows and doors are secure and lights are off.
25. Exercises safety precautions at all times.
26. Conducts an ongoing program of general maintenance, upkeep, and repair.
27. Moves or helps to move furniture as needed and directed by the principal.
28. Complies with local laws and procedures for the storage and disposal of trash.
29. Performs other duties as assigned by the Principal.



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TERMS OF EMPLOYMENT: Twelve months unless otherwise designated by the Board. Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.