

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CUSTODIAN

**SALARY SCHEDULE: SSP4**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029) OR INDIVIDUAL SCHOOL SITE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent, preferred; minimum eighth (8<sup>th</sup>) grade education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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

**REPORTS TO:**

Head Custodian

#### JOB GOAL

To provide services that will maintain a clean, safe and positive environment at assigned school site.

**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 knowledge of care of equipment used in lawn and floor care.
- \* (3) Develop ability to scrub, mop, wax and polish floors.
- \* (4) Develop ability to maintain bathrooms as a safe and healthy place.
- \* (5) Develop knowledge of chemicals used in cleaning.
- \* (6) Replace light bulbs where needed.
- \* (7) Assist in making simple repairs to equipment.
- \* (8) Empty waste paper baskets and take trash to dumpster.
- \* (9) Cut grass and perform other routine care of grounds.
- \* (10) Move office and classroom furniture as directed.
- \* (11) Deliver supplies to offices and classrooms.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Provide for a safe and secure workplace.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Maintain positive relationships with staff and vendors.
- \* (18) Participate in workshops and training sessions as required.
- \* (19) Communicate effectively with staff and vendors.
- \* (20) Keep supervisor informed of potential problems or unusual events.
- \* (21) Respond to inquiries and concerns in a timely manner.
- \* (22) Prepare all required reports and maintain all appropriate records.

**CUSTODIAN (Continued)**

- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities