

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## CUSTODIAN I

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Custodial experience preferred.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements related to assignment. Knowledge of custodial procedures and equipment. Ability to communicate orally and in writing. Ability to read and follow instructions. Ability to work harmoniously with custodial staff. Ability to organize and establish priorities. Knowledge of supervisory techniques. Ability to perform minor repairs to equipment, building and grounds. Ability to stand for long periods of time.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide care, maintenance, cleanliness and safety of the school plant and grounds for the students and staff.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Perform routine maintenance, custodial and grounds services for safety and appearance.
- \* (2) Operate and maintain equipment in a safe manner.
- \* (3) Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
- \* (4) Provide for the opening and/or securing of the facility as assigned.
- \* (5) Assist with lifting or moving heavy objects.
- \* (6) Utilize effective cleaning techniques.
- \* (7) Comply with local laws and procedures for the storage of flammable materials and disposal of trash.
- \* (8) Assist with grounds maintenance as required.

##### Employee Qualities/Responsibilities

- \* (9) Meet and deal effectively with the staff members, students, administrators and other contact persons using tact and good judgment.
- \* (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (11) Ensure adherence to good safety standards.
- \* (12) Model and maintain high ethical standards.

## **Custodian I - Continued**

- \*(13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(14) Exercise service orientation when working with others.
- \*(15) Keep supervisor informed of potential problems or unusual events.
- \*(16) Use effective, positive interpersonal communication skills.
- \*(17) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*(18) Exhibit interpersonal skills to work as an effective team member.
- \*(19) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(20) Demonstrate support for the school district and its goals and priorities.
- \*(21) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(22) Maintain all appropriate records.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **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.

Job Description Supplement 02

### **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.

Board Approved: May 8, 2012