



# CUSTODIAN

## SUMMARY/SCOPE/GOAL

Provide services that will maintain a clean, safe, and positive environment at school site.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Demonstrated knowledge of maintenance equipment used on job.
- Demonstrated knowledge of safe practices for exerting force, lifting, and utilizing tools and equipment.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid Florida Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures, and plumbing fixtures.
2. Working knowledge of methods, materials and equipment used in routine care of shrubs and lawns.
3. Working knowledge of use and care of janitorial and yard care equipment, such as automatic scrubbers, burnishers, backpack vacuums, and up-right vacuums.
4. Understand and follow instructions.
5. Scrub, mop, wax, and polish floors; dust and polish furniture; wash windows, woodwork, toilets, venetian blinds, washrooms, and fixtures.
6. Work with a variety of chemicals, mixed by self for use.
7. Replace burned out light bulbs; assist in making simple repairs to building equipment and furniture; change air conditioning filters.
8. Empty waste baskets; take trash to main area for disposal; bale paper for disposal; clean up grounds and water the lawn; and cut grass and perform other routine care of grounds requiring no special skill.
9. Read and interpret manuals for use and maintenance of sophisticated equipment.
10. Move office and school furniture and equipment from place to place as directed.
11. Utilize safe practices for exerting force, lifting, and utilizing tools and equipment.
12. Deliver supplies to offices and perform messenger service.
13. May be required to wear respirator for some tasks.
14. Operate elevator where required.
15. Assist in the set-up and teardown of equipment required for school or organizational activities.
16. Make minor repairs to custodial equipment.
17. Raise and lower flag where required.

**OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

**JOB RELATED:**

This is heavy manual work in routine housekeeping, domestic tasks and grounds work in and around schools and other buildings. Employees do manual work involving a variety of housekeeping and gardening tasks under relatively close supervision. Instructions from supervisors are specific in nature and work is subject to close inspection during progress and upon completion. Employees must be physically able to maintain a heavy work schedule over the normal workday. Where employees do not work under close supervision, work follows a well-established routine. This position's primary responsibility is for buildings, grounds, and equipment. Knowledge of chemicals and how to use them properly.

**GENERAL:**

Knowledge and use of time management and organizational systems. Knowledge and use of best practices for safely moving objects, lifting, and using tools and equipment to execute job functions. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(H) 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 constantly to move objects.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**CUSTODIAN**

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Facilities Services	<b>DEPARTMENT:</b>	Plant Operations and Maintenance
<b>TITLE CODE:</b>	L5015; L5020	<b>CONTENT BY:</b>	Associate Superintendent – Facilities Services
<b>GRADE:</b>	15	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	Gail Williams – Director Professional Labor & Relations
<b>LAST BOARD APVD:</b>	9/7/2023	<b>CLASSIFICATION:</b>	Ryan Dufrein – Assistant Superintendent Human Resource Services
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos. Varies per Assignment		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/29/00	Initial Release	Facilities Services
2.0	11/16/04	REVISED	Facilities Services
2.1	07/01/20	REVISED: New format	Human Resources
2.2	11/16/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
3.0	8/14/2021	Update requirements and functions	Sue Hann- Assistant Superintendent – Facilities Services
3.1	8/22/2023	Update physical abilities test removed from requirements.	Susan Hann – Assistant Superintendent – Facilities Services/Deputy Superintendent
4.0	9/7/2023	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.