



HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Custodian

Qualifications

- Ability to read basic operating instructions and write reports.
- Demonstrates an aptitude for successful completion of tasks assigned.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Job Goal

To provide students with a safe, attractive, comfortable, clean, and efficient environment in which to learn, play, and develop.

Reports To

Principal and Head Custodian (as applicable).

RESPONSIBILITIES/DUTIES

Performance Responsibilities

- Participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
- Generally maintains the school grounds.
- Participates in the general cleaning and maintenance of the school building.
- Assumes responsibility for the general security of the building.
- Performs emergency repair or cleaning services to his/her capability.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Attends district sponsored workshops and inservice programs.
- Performs, from time to time, such tasks and assumes such responsibilities as required by the school Principal and Head Custodian.
- Assumes the responsibility to report for evacuation shelter support in the event of an emergency and any other duties assigned during an emergency evacuation.
- Perform other tasks and responsibilities as assigned by the immediate supervisor, the Superintendent, or the board.

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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. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Calendar Months: 11 Month or 12 Month

Salary Schedule: Non- Instructional (Bargaining) **Pay Grade:** 21

Salary and Benefits as determined and approved annually by Hendry County School Board.

EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: _____

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Revised: 02/22/2024

Adopted: 05/07/2024