

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CUSTODIAN

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED) or equivalent if education is from a country outside the United States is preferred.
- (2) Must be at least eighteen years of age.
- (3) Previous experience with cleaning materials and equipment preferred.
- (4) Participate in and pass all custodial training courses offered by the School District.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of equipment and the care and use of cleaning materials. Ability to follow oral and written directions. Ability to interact positively with others.

#### REPORTS TO:

School Principal, Maintenance Manager

#### JOB GOAL

To perform assigned activities in the maintenance, operation and servicing of the physical plant and equipment. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Perform heavy cleaning, mopping, waxing, scrubbing, etc., as instructed in an assigned area.
- \*(2) Perform related work on a schedule and according to custodial standards.
- \*(3) Perform other duties as assigned by immediate supervisor.

##### Expectations of All Employees

- \*(4) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(5) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(6) Ensure adherence to good safety standards.
- \*(7) Maintain confidentiality regarding school/workplace matters.
- \*(8) Model and maintain high ethical standards.
- \*(9) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(10) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(11) Demonstrate initiative in the performance of assigned responsibilities.

## **CUSTODIAN**

- \*(12) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

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

- \*(13) Exercise service orientation when working with others.
- \*(14) Use effective, positive interpersonal communication skills.
- \*(15) Respond to inquiries and concerns in a timely manner.

### **Professional Growth and Improvement**

- \*(16) Engage in a continuing improvement of professional skills and knowledge.
- \*(17) Participate successfully in training programs, conferences, and workshops as assigned to appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **Systemic Functions**

- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Follow federal and state laws as well as School Board policies, rules, and regulations.
- \*(20) Prepare all required reports and maintain all appropriate records.
- \*(21) Represent the District in a positive and professional manner.
- \*(22) Demonstrate support for the School District and its goals and priorities.

### **Leadership and Strategic Orientation**

- \*(23) Set high standards and expectations for self and others.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

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 constantly 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 established by the District.

Approved unit compensation plan

12 month position

8 hours per day

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.

## **POSITION CODE:**

79026

**Pay Type:** 01

**Pay Grade:** Salary Schedule #6

**CUSTODIAN**

**FLSA STATUS:**

Non-Exempt

**BOARD APPROVED:**

April 20, 1999

**REVISED:**

June 2017

January 2019