

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

QUALIFICATIONS:

- 1) High School Diploma or GED
- 2) Computer Knowledge
- 3) Experience in using cleaning equipment
- 4) Experience in all cleaning areas
- 5) Knowledge of cleaning chemicals
- 6) 3 years experience in custodial work

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment and cleaning chemicals. Knowledge of OSHA standards relating to assignment. Communicate effectively both orally and in writing. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize. Possess supervisory skills. Ability to understand and generate verbal and written instructions and reports. Ability to plan work assignments, supervise and direct the work of custodial personnel, while performing own routine custodial task. Ability to establish and maintain effective working relationships with students, parents, staff, administrators, and outside agencies.

REPORTS TO:

Coordinator of Purchasing

JOB GOAL

To provide a safe, attractive, comfortable, clean and positive environment at the school / work site.

SUPERVISES:

Head Custodians

- 1) Conduct training classes for cleaning with all school-site custodians, including best practices for supplies and equipment.
- 2) Monitor cleaning of schools through observations, checklists and campus reviews with Head Custodians.
- 3) Coordinate with school-based administrators to ensure custodial responsibilities are being met.
- 4) Responsible for annual evaluations of head custodians with input from school-based administrators.
- 5) Deliver new equipment to schools as required.
- 6) Deliver custodial materials to the school as needed.
- 7) Assist with assembling products and equipment as needed.
- 8) Attend conferences on cleaning and training.
- 9) Create training program for head custodians to onboard all new custodial employees.
- 10) Provide additional training and support for low performing custodians.
- 11) Coordinate with school-based administrators to provide quarterly or as-need school cleanliness inspections.
- 12) Create best practices cleaning manual for custodians.
- 13) Develop District expectations for custodians.

CUSTODIAL TRAINING SPECIALIST (Continued)

- 14) Assist Purchasing Coordinator with auctions, of surplus, obsolete, and scrap property and perform inventories of such as required.
- 15) Help oversee Records retention for the Finance Department.
- 16) Assist Purchasing Coordinator with Inventory and tagging property at designated physical locations in accordance with established regulations, policies, and procedures.
- 17) Assist Purchasing Coordinator in monitoring all purchase requisition to ensure correctness of information and compliance with Board policies and procedures in making purchases.
- 18) Conduct on-site audits of property and assets for the purpose of reconciling data with property accounting system.
- 19) Perform other incidental tasks consistent with the goals and objection of this position.
- 20) Establish cleaning schedules for each campus and the District Office.
- 21) Respect the confidentiality of records and District information in accordance with accepted professional ethics, state and federal laws, and Board Policy.
- 22) Ability to work in a constant state of alertness and safe manner.

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. May be required to push, pull, climb or crawl.

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 Code 8
Group 9 of the ESP Salary Schedule
DOE Job Code 79025**

Board Approval 11/22/2022