



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Custodian - Night Crew Foreman  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs  
Non-Union or Specific Collective Bargaining Agreement: AFSCME Custodian Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform supervisory work directing custodians and performing maintenance and housekeeping of school plants, buildings and facilities.

### Essential Functions of this Job

Follows assigned cleaning schedule. Assigns, evaluates, and supervises the work of the night custodians. Functions as a working foreman. Performs cleaning tasks as well as inspecting and causing all areas of responsibility to be properly serviced. Assures that buildings, rooms, plants, etc., are secured after being serviced. Inspects buildings, rooms, and facilities for cleanliness and proper maintenance.

Instructs employees in the proper use of custodial supplies and equipment. Supervises work of custodial employees and evaluates their performance. Instructs custodial personnel in practicing and developing safe work habits. Instructs employees in the proper use of personal protective equipment, and ensures compliance. Requisitions and distributes custodial supplies. Maintains and prepares reports of work and materials utilized.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of cleaning tools, equipment, and supplies. Knowledge of cleaning methods, materials, and equipment. Knowledge of school plant rooms, facilities, and other school district buildings. Ability to understand and follow oral and written instructions. Ability to supervise custodial crews and to

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adhere to cleaning schedules. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Completion of eighth grade, providing proof, if attainable. Considerable custodial and minor maintenance experience, or an equivalent combination of training and experience.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing between 20 and 50 pounds. Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, insects. Requires the handling and use of cleaning solvents and solutions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0258  
EEO5: 52  
Approval Date: 2012-11-13  
Date Last Revised: 2013-09-12

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