



# The School Board of Polk County

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

## Job Description

Position Title: Custodian, Leadworker, Night  
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 heavy manual work in cleaning tasks in and around schools, buildings and grounds.

### Essential Functions of this Job

Follows assigned cleaning schedule. Assigns, evaluates, and supervises the work of the night custodians. Empties trash containers, pencil sharpeners and other receptacles. Cleans chalk trays and chalkboards. Dusts ledges, furniture, lights, etc. Replaces spent light bulbs. Refills restroom dispensers. Strips, cleans, burnishes, and applies finish to hard surface floors. Vacuums and shampoos carpets. Cleans and disinfects drinking fountains. Assists in the maintenance of clean, safe and sanitary toilet, shower and dining room facilities. Washes walls, windows, and glass surfaces.

Uses tools, equipment and materials such as mops, power floor scrubber and buffer, vacuums, mop bucket and wringer, push and corn broom, floor and window squeegee, dust cloths, dustpans, finishes, toilet bowl mops and brushes, ladders, dollies, insecticides, germicides, bowl acid, cleaning agents, seals, lawn care tools such as lawnmowers, power edger, hand lawn and garden tools, two-cycle equipment, and other tools related to lawn and shrub maintenance, and other maintenance hand tools. Follows instructions for proper use and mixture of chemicals and supplies.

Assists lunchroom and warehouse personnel in stacking of heavy crates, boxes, etc. Maintains cleanliness of dining rooms as assigned. Assists with the setups of facilities for meetings, classrooms, and events, etc. Performs maintenance work at school plant by using lawnmower, power edger, hand lawn and garden tools and other tools related to lawn and shrub maintenance.

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Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Some knowledge of the methods and equipment used in custodial tasks. Ability to understand and follow instructions. Ability to perform work requiring strength. Ability to work continuous hours while standing. Ability to learn routine custodial and janitorial duties. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Completion of eighth grade, providing proof, if attainable, 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: 0262  
EEO5: 52  
Approval Date: 1993-06-22  
Date Last Revised: 2013-09-12

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*