



# The School Board of Polk County

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

## Job Description

Position Title: Assistant Manager, Custodial Area  
FLSA Status: Non-Exempt  
Salary Grade, if non-union: SG16  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-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 at multiple school locations assisting the manager in maintaining high quality standards in assigned areas; keeping manager informed of condition of said areas by verbal communication and written documentation; supervising, training, motivating custodial personnel while insuring proper coverage and completion of all schedules.

### Essential Functions of this Job

Insures coverage of all assigned areas and contacts substitutes if needed. Issues and controls supplies and equipment. Monitors employees' timecards. Continuously checks assigned areas for completion of routine or special cleaning as scheduled or needed. Performs scheduled inspections in assigned areas noting any deficiencies. Makes daily contact with staff members, documenting weekly. Inspect equipment, supplies, and environmental closets regularly for working conditions, cleanliness, labeling, etc. Keep manager advised of supplies usage and needs. Assists with planning and implementing routine and special cleaning requests and projects. Trains and retrains custodial personnel according to training schedules.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge in the use and care of equipment and supplies used to accomplish assigned task. Knowledge and ability to perform any of the assigned custodial tasks. Ability to understand, follow and give both oral and written instructions. Knowledge to pass a safety quiz. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

High school graduation or completion of GED. Considerable experience in custodial work. Possess and maintain a valid Florida Driver's License.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Heavy work exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently and/or 10 pounds of force as needed to move objects.

Local Code: 1259  
EEO5: 52  
Approval Date: 2012-11-13  
Date Last Revised: 2014-11-19

*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.*