# School District of Santa Rosa County
# Job Description

## Custodian II

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| **Reports to:** Director of Purchasing and Contract Administration | **FLSA Status:** Non-Exempt |
| **Department:** All | **Prepared by:** Human Resources |
| **Date:** May 22, 2014 | **Job Code:** 11010 |
| **Position #:** 84020 | **Range:** 5 |

**Principal Duties and Responsibilities (Essential Functions)**:
Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Sweeps, mops, scrubs and waxes floors; vacuums and shampoos carpets;
- Cleans and sanitizes restrooms, replacing supplies;
- Sweeps and cleans walks, keeping outside premises in an orderly condition;
- Operates, repairs and adjusts air conditioning units and cleaning equipment;
- Reports damages to structures and equipment that requires repairs;
- Moves furniture and equipment;
- Performs grounds keeping duties at a school, trimming trees, shrubs, mowing grass, fertilizing and pruning;
- Delivers supplies and runs errands;
- Empties trash cans and disposes of trash in proper receptacles;
- Performs related duties as required or assigned.

**Supervision Received:**
Custodial Services Area Manager
Custodial Manager
Director of Purchasing and Contract Administration

**Supervision Exercised:**
None

**Minimum Qualifications & Skills Required:**
Two years experience as a Custodian I and 100 hours of related training and/or in-service courses, or four years experience as a Custodian I and 50 hours of related training and/or in-service courses.

**Preferred**:
Must be able to identify various cleaning materials and supplies needed to perform the duties.

**Physical Demands:**
Moderate lifting up to 50 pounds; good vision, manual dexterity, walking, standing, stooping, bending, pushing and pulling. Works inside in dusty, unsanitary quarters; works outside in heat, cold or adverse weather conditions; works with all types of cleaning materials, compounds and/or solvents. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**
Approved Compensation Plan
Educational Support Salary Schedule

**Conclusion:**
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.