

Please Repost  
June 18, 2019

**HAMILTON SCHOOL BOARD**  
**Notice of Non-Instructional Position Opening**

June 18, 2019  
Date

**POSITION** Custodian for HCES

**SALARY RANGE** \$19,920.00 - \$26,297.00

**DUTIES** Per job description.

**EXPERIENCE PREFERRED** At least 3 years experience in custodial work or the equivalent is preferred

**EDUCATION PREFERRED** A high school diploma or the equivalent is preferred.

**EFFECTIVE DATE OF VACANCY** 2019-20 School Year

**DIRECTION FOR FILING APPLICATION** File Application with: Julia Cooper, Administrative Assistant for Personnel, 5683 Highway 129S, Suite 1, Jasper, FL 32052 386-792-7816.

**DEADLINE FOR FILING APPLICATION** Until Filled

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.

  
Personnel Department

**The Hamilton County School Board is an Equal Opportunity Employer**

**In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.**

**HCS 4022 (Revised 10-93)**

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### CUSTODIAN

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in custodial work or equivalent is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in the use of custodial equipment and cleaning chemicals. Possess knowledge of OSHA standards relating to assignment. Possess effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

**REPORTS TO:**

Principal

#### JOB GOAL

To provide the care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
**Service Delivery**

- \* (1) Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
- \* (2) Clean windows, window ledges, furniture and equipment in all assigned areas daily.
- \* (3) Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
- \* (4) Vacuum and spot clean assigned carpeted rooms and hallways daily.
- \* (5) Empty and clean trash cans in all assigned areas daily.
- \* (6) Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
- \* (7) Assist in the supervision of the physical security of the facility as required.
- \* (8) Provide emergency clean-up for spills and mishaps throughout the facility.
- \* (9) Inspect building lighting fixtures daily.
- \* (10) Assist in the operation of the facility HVAC system as required.
- \* (11) Assist in setting up facilities for meetings and workshops as required.
- \* (12) Perform minor maintenance repairs as assigned.
- \* (13) Participate in casualty prevention tests and inspections as required.
- \* (14) Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
- \* (15) Assist with grounds maintenance as required.
- \* (16) Fuel and check / add oil on buses as required.

**CUSTODIAN (Continued)****Inter / Intra-agency Communication and Delivery**

- \*(17) Communicate effectively with staff and administration.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(20) Demonstrate initiative in the performance of assigned responsibilities.
- \*(21) Provide for a safe and secure workplace.
- \*(22) Model and maintain high ethical standards.
- \*(23) Follow attendance, punctuality and proper dress rules.
- \*(24) Maintain confidentiality regarding school matters.
- \*(25) Maintain positive relationships with staff.
- \*(26) Participate in workshops and training sessions as required.

**System Support**

- \*(27) Prepare all required reports and maintain all appropriate records.
- \*(28) Follow all School Board policies and school policies and procedures.
- \*(29) Exhibit interpersonal skills to work as an effective team member.
- \*(30) Demonstrate support for the School District and its goals and priorities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

**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 No. 02**

\*Essential Performance Responsibilities