

Galileo School for Gifted Learning
Job Description
Maintenance/Custodial Worker

POSITION SUMMARY:

To provide for preventive maintenance and operations of plant equipment and general repair of the plant site while ensuring clean, sanitary, safe, and well maintained school facilities.

DUTIES AND RESPONSIBILITIES:

- A. Perform responsibilities of Custodian
- B. Perform general cleaning and sanitizing of facilities to include but not limited to floors, carpets, classrooms, offices, cafeteria, toilet rooms, drinking fountains and all related areas, as well as cleaning up after accidents and/or illnesses in accordance with district procedures.
- C. Train custodial staff in the use of cleaning materials and facility equipment.
- D. Perform minor maintenance and repair work.
- E. Replace lightbulbs and tubes.
- F. Repair or replace electrical outlets, switches, architectural hardware, etc.
- G. Install fixtures, systems furniture, and equipment.
- H. Receive and properly secure all building supplies and equipment.
- I. Safely operate and work from ladders, scaffolding, platforms, and personal lifts.
- J. Maintain outside grounds, as needed.
- K. Adjust the heating and cooling temperatures of site while maintaining the cleanliness of air conditioner filters, return air grilles and vents.
- L. Participate in training.
- M. Manage parent volunteers effectively to attend to building projects and maintenance needs.
- N. Proactively plan and implement facility needs in preparation for school events.
- O. Perform other duties as assigned by the Principal, Principal's designee, or Director of Custodial Services.

MINIMUM QUALIFICATIONS:

- A. High School Diploma or equivalence or Florida Special Diploma preferred.
- B. Experience in custodial work/maintenance or equivalence preferred.
- C. Proficiency in the use of custodial equipment and cleaning chemicals.
- D. Knowledge of basic mechanical and technical applications as related to specific job functions

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 constantly to move objects.

Sitting - Resting with the body supported by the buttocks or thighs.

Standing - Assuming an upright position on the feet particularly for sustained periods of time.

Walking - Moving about on foot to accomplish tasks, particularly for long distances.

Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Balancing - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Bending - Lowering the body forward from the waist.

Stooping - Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling - Bending legs at knee to come to a rest on knee or knees.

Crouching - Bending the body downward and forward by bending leg and spine.

Crawling - Moving about on hands and knees or hands and feet.

Twisting - Moving body from the waist using a turning motion.

Reaching - Extending hand(s) and arm(s) in any direction.

Pushing - Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.

Pulling -Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.

Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.

Finger Dexterity - Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping -Applying pressure to an object with the fingers and palm.

Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

Repetitive Motions - Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing -Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity - The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS:

Outdoors - The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.

Indoors - The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

Heat - The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

Noise - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Hazards - The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

Atmospheric Conditions - The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.

Oils - The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

Custodian: _____ **Date:** _____

Principal: _____ **Date:** _____