



## **BABCOCK NEIGHBORHOOD SCHOOL CUSTODIAL TEAM MEMBER JOB DESCRIPTION**

**Purpose:** The Custodial Team Member maintains the school building in top condition to ensure full and productive use of school facilities. To accomplish these tasks the Custodial Team Member must work closely with the staff, administration, and Building and Grounds Maintenance Team Member at BNS (Babcock Neighborhood School).

**Supervisor:** Building and Grounds Maintenance Team Member

**Payment Rate:** \$10.00-\$12.00/hr.

**Work Schedule:** 12 month employee

**Qualifications:** Must be able to communicate effectively. Must have knowledge of general housekeeping practices. One - two (1-2) years of housekeeping experience preferred. Must be able to lift and carry moderately heavy objects. A valid Florida Driver's License, or valid State Driver's License with the ability to obtain a Florida License within thirty (30) days of hire. Ability to read chemical labels. Ability to read material safety data sheets (MSDS). Working knowledge of the English language. Knowledge of proper use of cleaning fluids, waxes and disinfectants. Skill to operate vacuum, floor polisher and other assigned equipment.

**Essential Functions:** This list is intended to be descriptive rather than restrictive. Any one position in this class may perform duties in addition to those or may not perform other duties listed.

Maintains cleanliness of buildings and facilities. Scrubs, mops, waxes and polishes floors; uses cleaning fluids, waxes, and disinfectants. Cleans and vacuums carpeted areas. Dusts and polishes furniture. Washes windows, woodwork, screens, toilets, washrooms and fixtures. Maintains supply of paper, soaps and disinfectants. Moves office and institutional furniture and equipment as needed. Removes rubbish from inside and outside of buildings including emptying of wastebaskets. Responds to trouble calls involving cleanup. May assist with training of new/other employees. May require setup and takedown of tables and chairs. Safeguards equipment assigned; reports required repairs to office/supervisor. Notifies supervisor when supplies are needed or when inventory levels become low.

**Physical Requirements/Environmental Conditions:** Requires prolonged standing. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Requires stooping, kneeling, crawling, bending, turning, and reaching. Must work indoors and outdoors year-round. Must work in noisy and crowded environments. Must work in and around dust and odors. Must be able to drive a mechanical vehicle. Must be able to work in high places.

**General Responsibilities:** Involves routine housekeeping tasks in BNS and facilities, including minor structural, plumbing and equipment repairs. This position works with minimum supervision and is required to exercise judgment and initiative in scheduling and planning the job duties. This work is reviewed through reports and the appearance of buildings and facilities. Report to work per assigned schedule. Performs other related duties assigned by supervisor.