



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: Assistant Custodial Manager

Position Level: 1A -2M

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position assists the Head Custodian in the planning and coordination of the work of others while participating in all phases of the work at all times.

KEY RESPONSIBILITIES

Share the responsibility with the Head Custodian for the proper care of the school plant.

Help maintain all scheduled work assignments.

Help supervise the custodial staff in completing their responsibilities.

Actively participate in all custodial training courses leading to Master Custodian Certification as they are offered.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant Custodial Manager

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School diploma or equivalent.
<i>Work Experience:</i>	Experience as a custodian or maintenance work.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly prescribed, standard policies, and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology and desired results are normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communications:</i>	Requires regular contact within the department and with other departments, schools, outside agencies, or the general public supplying or gathering factual information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Planning:</i>	Current Week. Plans events that are expected to occur within a few working days. May also be required to plan events that are one to three months away.
<i>Job-Related Knowledge and Skills:</i>	Advanced Skills: Able to read reference materials and obtain information. Prepares letters and/or reports following policies and procedures. Able to operate various standard office machines. Must maintain valid Driver License and provide own transportation.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
TERMS OF EMPLOYMENT	
<p><i>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 established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 05.07.96	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 1A Entry level requirements and enrollment/action form
- 1AC Successful completion of Certified Custodial Training Program
- 1AM Successful completion of Master Custodial Training Program
- 2M Successful completion of Master Custodial Training Program, three (3) years of experience, plus recommendation of Principal and Coordinator of Custodial Services