

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Lead Custodian
DEPARTMENT: Assigned Departments/
Schools/Plant Operations

JOB CODE: 5607
PAY GRADE: 18 (B4)
DATE: 03/02/01

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with minor supervisory responsibility.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Performs minor supervision which is clearly prescribed by the site or supervising administrator or Head Custodian, with some latitude in planning work methods and assignments. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. May direct the work activities of assigned custodial personnel involved in the cleaning and maintenance of buildings, facilities and grounds, as instructed by the Head Custodian and site supervising administrator. Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments. Closes and secures facility.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from buildings, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures, equipment and other building surfaces.
5. Loads and unloads materials, equipment and supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.

8. Assists with or performs the minor repair or servicing of buildings and equipment.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of eighth grade or demonstrated ability to read, write and understand written instructions.
2. Minimum of one year custodial or related building maintenance experience including some custodial experience with Miami-Dade County Public Schools.
3. A state of Florida Custodial Certificate and completion of the Custodial Leadership Training is required at the time of appointment.
4. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
5. Demonstrated ability to plan, assign, supervise and monitor the work of a group of employees performing a variety of custodial tasks.
6. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Custodian
DEPARTMENT: Assigned Departments/
Schools/Plant Operations

JOB CODE: 5608
DATE: 03/02/01
PAY GRADE: 22 (B4)

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with major supervisory responsibility for planning, assigning and scheduling the work of custodial personnel.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Performs supervision which is clearly prescribed by the site or supervising administrator, with some latitude in planning work methods and assignments. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. Plans, assigns, trains, monitors, reviews and supervises the work of Lead Custodian and Custodians involved in the cleaning and maintenance of buildings, facilities and grounds; works with the site or supervising administrator in planning the custodial operations program. Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from building, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces.
5. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.

8. Prepares routine reports, maintains personnel records, determines materials, equipment, supply requirements and initiates requests for replenishment.
9. Monitors the operation of heating, air conditioning, ventilation, security and other building site systems. Assists with or performs minor repairs or prepares service requests.
10. May volunteer and be assigned on a full-time basis to the Asbestos Abatement project; supervises employees engaged in cleaning ceiling tile, curtains, books, upholstered furniture and carpets using equipment and procedures prescribed by the Environmental Protection Agency for the removal and disposal of asbestos.
11. Performs related work as required.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of eighth grade or demonstrated ability to read, write and understand written instructions.
2. Minimum of three (3) years of custodial or related building maintenance experience, including one (1) year Lead Custodian experience with Miami-Dade County Public Schools.

OR

Minimum of five full-time years of MDCPS custodial experience, and six (6) months Lead Custodian experience with Miami-Dade County Public Schools.

3. Knowledge of such specialized cleaning and/or maintenance practices, procedures, and equipment as may be required by job assignment.
4. A State of Florida Custodial Certificate and completion of Custodial Leadership Training is required at time of appointment.
5. A State of Florida Master Custodial Certificate is required at time of appointment. Job Code

6. Ability to train and supervise subordinates in a manner conducive to full performance and high morale.
7. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
8. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Master Custodian
DEPARTMENT: Plant Operations

PAY GRADE: 23 (B4)

JOB CODE: 5609
DATE: 03/02/01

BASIC OBJECTIVES

This is specialized custodial work providing technical advice and support to administrative and custodial personnel in assigned work locations. This may include manual work as necessary to clean and maintain buildings, facilities, equipment and grounds. The work involves providing such advice and support as necessary to ensure compliance with State Laws governing school facilities sanitation, prescribed work methods, practices and procedures, productivity standards, and departmental policies. The work is performed under the direct supervision of an Administrator assigned to the Department of Plant Operations.

JOB TASKS/RESPONSIBILITIES

1. Acts as liaison between the Department of Plant Operations, school sites and non-school sites on matters pertaining to a custodial operation program.
2. Provides technical advice, assistance and support to work-site custodial and/or administrative personnel regarding operations program management, material and equipment requirements, manpower utilization, work methods and practices, procedures and training.
3. May be assigned to supervise substitute custodians or Operations and Maintenance Special Project Team Custodians.
4. Conducts scheduled inspections of work-sites to ascertain the degree of compliance with Department of Plant Operations and State of Florida Sanitation Standards.
5. Assists Plant Operations Administrator with preparation of reports of inspection findings and assists Head Custodians and/or site or supervising administrators in developing a plan of action to correct identified deficiencies.
6. May, on an emergency basis, perform such other duties as associated with the work of Head Custodian.

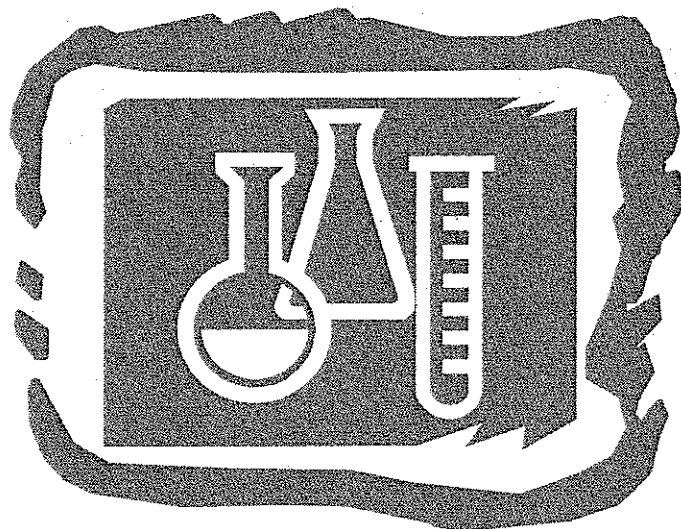
PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibration, hazards, atmospheric conditions and oils. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate and demonstrated ability to read, write and understand written instructions.
2. Five (5) years of custodial building operations experience with Miami-Dade County Public Schools as Lead or Head Custodian, or demonstrated related experience.
3. Knowledge of such specialized cleaning and/or maintenance practices, procedures and equipment as may be required by job assignment.
4. A State of Florida Custodial Certificate is required at time of appointment.
5. A State of Florida Master Custodial Certificate is required at time of appointment.
6. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
7. Ability to train and supervise subordinates in a matter conducive to full performance and high morale.
8. Ability to provide own transportation and a valid Class D driver's license must be verified prior to employment.
9. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 03/25/93, 06/05/97



CHEMICAL USE

STANDARD DILUTIONS TABLE

**IF DILUTING INSTRUCTIONS
SAY THIS:**

THEN MIXING SHOULD BE:

128 oz. per Gallon

MIX

THIS AMOUNT OF
CONTRATE

INTO

INTO THIS AMOUNT OF
WATER

$128 \div 4 = 32 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 5 = 26 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 10 = 13 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 15 = 8 \frac{1}{2} \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 20 = 6 \frac{1}{2} \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 25 = 5 \frac{1}{2} \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 30 = 4\text{-}1/3 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 40 = 3\text{-}1/3 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 60 = 2\text{-}1/3 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 85 = 1 \frac{1}{2} \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 128 = 1 \text{ oz.}$	TO 1	GALLON OF WATER
$128 \div 256 = \frac{1}{2} \text{ oz.}$	TO 1	GALLON OF WATER

FATAL CHEMICAL MIXES

Mixing bleach and ammonia or mixing bleach and acid based products, such as cleansers, can form chlorine gas. Fumes from both mixtures can be "Fatal"!

1. Refrain from mixing bleach and ammonia or bleach and acid based products or any chemical cleaning products.
2. Each cleaning agent was developed to do a particular job.
3. Cleaning agents can usually only be mixed with water for diluting or cleaning purposes.
4. Do not mix chemical cleaning agents together.
5. Read and follow the instructions on the container's label.
6. Wear required protective clothing and equipment when it is indicated on the labels.

ENGLISH

"Warning...Do not mix bleach with compounds that contain acids or ammonia. Fumes can be "Fatal".

SPANISH

"Aviso...No mezcle el blanqueador con compuestos que contengan acido O amoniaco. Los vapores pueden ser "Fatales".

CREOLE

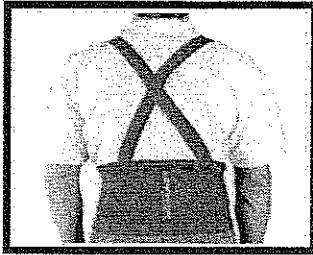
Atansyon...Pa melanje blanchise avek eleman chimik konpoze ki genyen ladan asid oubyen amonya. Vape say o kab "Fatal".

PERSONAL PROTECTION AND EQUIPMENT

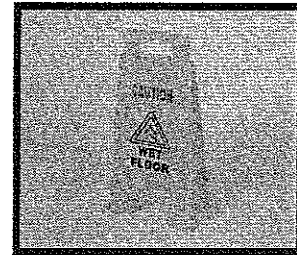
The purpose of the safety and personal protection equipment is to keep custodial and other workers that perform cleaning duties safe while completing tasks. Accidents can happen quickly and without warning.

Always wear and use appropriate protective equipment.

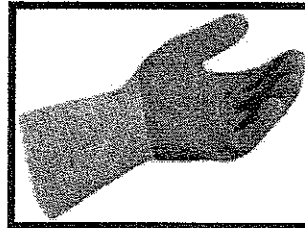
Back Support



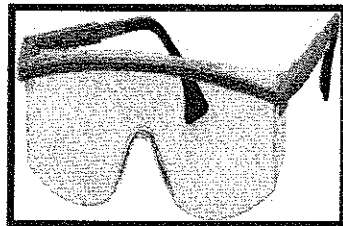
Caution Signs



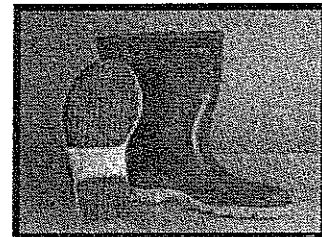
Protective Gloves



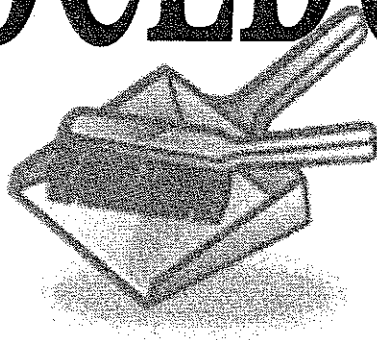
Protective Eyewear



Protective Shoes



CLEANING PROCEDURES



BACK PACK VACUUM PROCEDURE (DUST CONTROL/REMOVAL)

TOOLS NEEDED

1. Dusting Brush
2. Rug/Floor Finish
3. Furniture Tool
4. Crevice Tool
5. Extension Wands
6. Hose

SAFETY GEAR

- Goggles
Dust Mask

PROCEDURE

1. Plug electrical wire in an outlet that will give you maximum reach throughout the room.
2. Use tools as recommended.
3. Empty bag as needed.
4. Clean equipment at the end of every shift.

Daily – Essential Work

Chalk Tray

Recommended Tool to Use

Dusting Brush

Daily – Minor Project Work

Dusting Shades

Dusting Ledges

Dusting Picture Frames

Dusting Window Sills

Dusting Counters

Dusting Cabinets

Dusting Edges

Dusting Corners

Recommended Tool to Use

Dusting Brush

Dusting Brush

Dusting Brush

Dusting Brush

Dusting Brush

Dusting Brush

Crevice Tool/Dusting Brush

Crevice Tool

Major Project Work

(Requires Specialized Equipment: Ladders, etc.)

Surfaces hard to reach

A/C Vents/Returns

Recommended Tool to Use

Dusting Brush

Dusting Brush

Hose

NOTE: Hose and extension wands should be used as needed.

This list does not include all surfaces or areas requiring cleaning. It is a suggested group of common areas of custodial responsibility. Other specific areas should be added to include all items of cleaning responsibility within the school facilities, site, and individual assignment area.

FURNITURE CLEANING CARE

Equipment/Supplies

Clean Cloth
Spray Bottle
Putty Knife

Chemicals

Germicidal detergent
Liquid abrasive cleanser

Safety

Protective Gloves
Goggles

PROCEDURE

REMOVE ALL TAPE, GUM, ETC.

1. Prepare germicidal solution: 1/2 oz. to a gallon of water or 1 oz. to a gallon of water
READ THE LABEL.
 - a. Master cleaning solution (prepared in a 2.5 gallon bucket).
2. Prepare to clean: wear appropriate gloves and goggles.
3. Application: apply germicidal solution directly to a clean dry cloth or directly onto surface.

LIGHT FIXTURE CLEANING PROCEDURES

Equipment/Supplies

Hand Brush
High Duster
Ladder
2.5 Gallon Bucket
Rags
Green Scrubbing Pad
Tools to remove vents

Chemicals

Germicidal detergent

Safety

Caution signs
Rubber Gloves
Goggles

PROCEDURE

- 1. *Prepare equipment*** – Fill bucket with water.
- 2. *Prepare area*** – Set up caution signs. Move obstacles such as furniture away from light fixture to be cleaned.
- 3. *Set-up ladder***
- 4. *Turn electricity off***
- 5. *Wipe down*** – Wipe down fixture with a moist rag. Use sponge or hand pad for heavy soil.
- 6. *Put area back in service*** – Remove caution signs. Return furniture and all other items from the area to their proper placement.

PROCEDURE FOR FLUORESCENT LIGHT BULB BREAKS

Equipment and Supplies

Safety Equipment

Goggles

Gloves

Dust Mask

Before clean- up **Always:** Air out room

1. Have people and pets leave the room; don't let anyone walk through the breakage area on their way out.
2. Cover all A/C and (or) heating vents or shut the system off.
3. Open window and leave the room for 15 minutes or more.

CLEAN-UP OF HARD SURFACES

1. Put on glove, dust mask, and goggles.
2. Carefully scoop up glass pieces and powder using stiff paper (index cards or rigid paper).
3. Place the broken pieces of glass and powder in plastic bag.
4. Use sticky tape to pick up any remaining small glass fragments and powder place in the plastic bag.
5. Use flash light to check for remaining small glass fragments and powder place in the plastic bag and seal with tape.
6. Place the plastic bag with broken glass and powder in the box with burned out bulbs (**Do not throw broken bulbs and powder in regular trash**).
7. Wipe the area with damp paper towels or disposable wet rags. Place towels or rags another plastic bag.
8. Place used dust mask and latex gloves in plastic bag with damp towels (rags), throw these items in regular trash.

Do not use a vacuum or broom to clean up broken bulbs on hard surfaces.

9. Wash goggles.
10. Wash hands.