INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Custodian/Caretaker I

LOCATION: Clark Advanced Learning Center, Chastain Campus – Stuart

CLASSIFICATION: Part Time Support

SUPERVISORY: No

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- One (1) year of proven documented work in lawn and grounds care maintenance;
- Valid Florida Driver’s license;
- Specific proven knowledge and skill in operating, maintaining, and adjusting the various types of equipment used in the lawn maintenance industry;
- Proven knowledge of the techniques used in mowing, trimming, and pruning of grasses and ornamental plants and trees;
- Proven knowledge of procedures used in applying fertilizers and pesticides; ability to operate, repair, and adjust irrigation sprinklers and systems;
- Ability to understand and follow oral and written instructions;
- Capability to perform general cleaning tasks competently and efficiently;
- Proven knowledge of general cleaning with the ability to utilize various cleaning materials, equipment, and their functions;
- Knowledge of cleaning chemicals and equipment used in the performance of all custodial duties;
- Proven knowledge of safety features and regulations;
- Proven ability to use cleaning devices and their associated products while promoting a safe work/study place environment;
- Possess flexibility and initiative;
- Ability to work independently with minimal supervision and be self-motivated;
- Ability to work well with co-workers, faculty, staff, and student members in a professional manner and must be able to relate to students, the public and other College employees.
- Preference shall be given to the following:
  - Associate’s degree.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities for this position include, but are not limited to:

- Mowing, trimming, pruning, fertilizing, and spraying;
- Maintaining records on equipment and performing general grounds maintenance duties as necessary;
- Shampooing carpet and scrubbing floors periodically to maintain appearance;
- Vacuuming, dusting and keeping all classrooms and common areas clean and ready for use;
- Advising the Executive Director when a situation exists that requires attention;
- Locking and opening buildings and setting alarms.
SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to: maintaining a high school campus and surrounding area through:

1. Mowing, trimming, fertilizing, and spraying;
2. Maintaining records on equipment and grounds maintenance;
3. Pruning grasses and ornamental plants and trees;
4. Adjusting irrigation sprinklers and systems as needed;
5. Maintaining a pesticide control program to include records and files of spraying and fertilizing;
6. Cleaning of the school such as sweeping, cleaning of windows, mopping, vacuuming and the upkeep of restrooms, classrooms, offices, hallways and dining areas;
7. Floor maintenance such as scrubbing, waxing, buffing and carpet cleaning;
8. Moving of some furniture for special events;
9. This is a part-time position for 20 hours per week Monday – Friday. Hours may be scheduled between 6:30 a.m. and 4:00 p.m. with flexibility in order to perform duties and cover other shifts, as needed.

PHYSICAL REQUIREMENTS:

Physical skills required include the ability to operate cleaning and lawn maintenance equipment. The position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, use a ladder, and carry items occasionally in excess of fifty (50) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.