

Job Title: Athletic Custodian

Wage/Hour Status: Nonexempt

Reports to: Head Coach/Custodial Supervisor

Pay Grade: X3 / 261 Days

Campus: As Assigned

Date Revised: November, 2017

Primary Purpose:

Maintains the cleanliness, safety and readiness of the assigned campus athletic fields and facilities. Performs all tasks assigned by the Head Coach and Custodial Supervisor. Handles any and all emergencies and routine cleaning tasks occurring daily.

Qualifications:

Minimum Education/Certification:

High School Diploma or GED preferred
Valid Texas Driver License

Special Knowledge/Skills:

1. Knowledge of basic techniques of minor repairs, building and grounds maintenance.
2. Ability to operate cleaning equipment.
3. Properly handle cleaning supplies
4. Ability to read and understand written and verbal instructions in English.

Experience:

Experience and knowledge with stripping and waxing floors is preferred.
Knowledgeable with the operation of industrial washing machines and dryers is preferred.

Evaluation:

Performance of this job will be evaluated annually.

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Performs assigned cleaning duties.
2. Operates industrial washing machines and dryers to clean athletic uniforms.
3. Inspect building daily to determine that high standards of workmanship, safety and cleanliness are maintained.
4. Ensures all athletic fields and athletic facilities are kept clean.
5. Confers with the Head Coach and Custodial Supervisor regarding custodial work schedules.
6. Confers with building Head Coach and Custodial Supervisor regarding athletic events and takes necessary steps to support scheduled campus events.
7. Responsible for closing the building each day. Ensures that all doors and windows are secure, and all lights are off except those that remain on for safety reasons.

8. Maintains an inventory of custodial supplies and equipment.
9. Submits monthly orders for custodial supply's needed in advance, allowing sufficient time for delivery, to ensure there are no interruptions in custodial performance, daily operations and special events.
10. Inspects equipment for proper operation and cleanliness.
11. Responsible for the cleanliness and organization of custodial cleaning closets, proper storage of custodial equipment.
12. Must maintain regular and reliable attendance.
13. Must be able to work longer hours and on weekends as needed.
14. Performs other duties as assigned by the Head Coach and Custodial Supervisor.

Supervisory Responsibilities:

None.

Safety:

Follow Custodial Procedure Manual safety rules at all times.
Follow all equipment manufacture safety instructions.
Keep building and premises including sidewalks, driveways, parking lots and play areas neat, clean and safe at all times.

Equipment Used:

Gator (UTV), Buffer, Industrial Vacuum Cleaner, Wet and Dry Vacuum Cleaner, Electric / Cordless Drill, Ladders, Carpet Extractor, Ride-on Floor Scrubber, Propane Burnisher, KaiVac (Touch Free Restroom Cleaning Machine).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling and reaching, heavy lifting and carrying. **Must be able to lift 50 pounds.** Work in tiring and uncomfortable positions; around electrical power; outside and inside; on slippery or uneven walking surfaces, ladders, lifts and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, dust, debris, fumes and toxic chemicals. Frequent districtwide travel.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, martial or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____