



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Custodian

Salary Block: Operations Support
Pay Grade 2
8 hrs/day (PT 4 hrs/day)

Reports To: Head Custodian/
Campus or Department Administrator

Wage/Hour Status: Non-Exempt

Terms of Employment: 238 Days

Minimum Qualifications:

- High School Diploma or GED, preferred
- One year custodial experience, preferred

Special Knowledge/Skills:

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Performance Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, carpets, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

5. Assist with lunchroom set up, including arranging tables and chairs.
6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
8. Make minor building repairs as needed and report major repair by submitting work order to the maintenance department.
9. Move furniture or equipment within building as directed by principal.
10. Assist in setting up facilities for special events.

Safety

11. Assist with opening and closing building each school day.
12. Follow established procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.

14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Maintain proper MSDS records.
19. Make sure windows and doors are secure each day.
20. Review/train custodial staff on safety responsibilities on the job for "Head Custodian".

Other

21. Perform any other duties as assigned.
22. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Support the goals and objectives of the school district and follows district policies.
24. Maintains a professional level of confidentiality concerning personnel and students.
25. Upholds and adheres to safety rules and policies of the Clint ISD safety program.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, and carrying. Must be able to lift up to 20 pounds frequently, 20-50 pounds occasionally, more than 50 pounds infrequently and with assistance. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Must wear personal protective equipment as required. Occasional irregular and/or prolonged hours.

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.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date