

Pflugerville Independent School District - Job Description

Job Title/Position:	Custodian - Temp	Department/School:	Various Campus
Pay Information:	\$15.00 per hour	Supervised By:	Lead Custodian/Custodial Supervisor
FLSA:	Non-Exempt	Date Revised:	July 2020

Primary Purpose:

Follow job cards to cleaning and sanitize schools and other areas as needed. Assist to maintain a high standard of safety, cleanliness and efficiency of facilities.

Qualifications (Experience/Education/Certification):

Ability to read, write and follow verbal and written instructions.

Major Responsibilities:

- Clean bathrooms, hallways, classrooms, administration offices, athletic areas, cafeterias, stages, outside areas such as porches, overhangs and walkways out to 50 feet; water school ground landscaping as required.
- Complete general cleaning responsibilities to include cleaning floors by mopping, sweeping, and vacuuming; emptying wastebaskets, dumping trash, and replacing trash bags; dusting furniture, cleaning windows, replenishing soap and towel dispensers, and toilet paper.
- Empty trash, compost and recycle bins, as needed.
- Respond to emergency cleaning calls as required.
- Inspect, operate and maintain equipment in a safe and reliable manner.
- Clean equipment after use and report malfunctions to supervisor.
- Accept responsibility for keys and access to school property and act in a responsible manner for the custody of keys and security procedures.
- Adhere to required work hours and work schedule.
- Perform duties and responsibilities assigned by lead custodian and custodial supervisor.
- Clean tools, closet and schools.
- Perform other duties as assigned.

Special Knowledge/Skills

- Experienced in cleaning and operating equipment such as, but not limited to, auto scrubbers, vacuums, buffers, leaf blowers and hand tools.
- Experienced in mixing cleaning chemicals and reading and understanding warning labels.
- Knowledge of recycling and composting waste materials.
- Knowledge of established safety procedures and techniques.
- Knowledge of applicable federal, state, and local laws, guidelines and procedures.
- Skill in working in a collaborative, team-based environment.

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Must be able to respond to multiple demands and prioritize work load; working around children; repetitive hand motions; daily exposure to possible adverse weather elements for extended periods of time; exposure to biological hazards, communicable diseases; exposure to cleaning chemicals; must be able to push, pull, lift, and/or carry at least 25 lbs. May be required to work day or night shifts.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____