

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Temp Custodian Night	<b>Department/School:</b>	Assigned Campus
<b>Pay Information:</b>	\$18.00 per hour	<b>Supervised By:</b>	Lead Custodian/Custodial Supervisor
<b>FLSA:</b>	Non-Exempt	<b>Date Revised:</b>	August 2021

### Primary Purpose:

Follow routine cleaning and occasional deep cleaning as well as perform minor maintenance procedures to maintain a high standard of safety, cleanliness and efficiency of building operations and grounds.

### Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED; ability to read, write and follow verbal and written instructions in English.

### Major Responsibilities:

- Effectively and efficiently maintain the cleanliness and safety of campus/building areas, including: bathrooms, hallways, classrooms, administration offices, athletic areas, cafeterias, stages.
- Effectively and efficiently maintain the cleanliness and safety of outside areas of the campus/building, including: porches, overhangs and walkways out to 50 feet; water school ground landscaping as required.
- Effectively perform general cleaning to include cleaning floors by mopping, sweeping, and vacuuming; empty wastebaskets, dump trash, and replace trash bag; dust furniture, clean windows, replenish soap towel dispensers, and toilet paper.
- Set up of cafeteria tables and chairs before, during and after lunch; cleans during lunch. Empties trash, compost and recycle bins as needed. Responds to emergency cleaning calls as required.
- Inspect, operate and maintain equipment in a safe and reliable manner. Clean equipment after use, report malfunctions to supervisor.
- Provide minor repairs and maintenance for items such as desks, pencil sharpeners, routine plumbing situations, change light bulbs, assemble furniture, and ceiling tiles.
- Move and arrange furniture for special activities to include set up and tear down. May require additional working hours including weekends.
- Assist with opening building each school day. Accept responsibility for keys and access to school property and act in a responsible manner for the custody of keys and security procedures.
- Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed
- Adhere to required work hours and work schedule.
- Perform duties and responsibilities as assigned by the principal, lead custodian and custodial supervisor.
- Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
- Perform other duties as assigned.

### Special Knowledge/Skills:

- Experienced in cleaning and operating equipment such as but not limited to autoscrubbers, vacuums, buffers, leaf blowers and hand tools
- Experienced in mixing cleaning chemicals and reading and understanding warning labels
- Knowledge of minor repair techniques and building and grounds maintenance
- 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 40 lbs.

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.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_