

Job Description

Position Title:	Head Custodian		
Job Title:	Head Custodian, Mid-Size Campus		
Reports to:	Campus Principal	Pay Grade:	N06
Terms of Employment:	<ul style="list-style-type: none"> 240 days per year. At-Will employment agreement. Salary is in the pay grade N06 on the Non-Exempt SAISD Compensation Plan. Entry hourly is at \$17.50 with consideration for directly related experience. 	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

Supervise and perform cleaning and maintenance in accordance with high standards of safety, cleanliness, and efficiency.

Essential Functions / Key Responsibilities

1. Work with principal/department supervisor to plan and organize an effective campus custodial services program.
2. Implement and maintain established cleaning schedule that includes cleaning of floors, white/chalkboards, wastebaskets, windows, furniture, equipment, restrooms, offices, building grounds, cafeteria, and gymnasium.
3. Train custodians in proper cleaning procedures and care and maintenance of custodian equipment.
4. Maintain inventory of cleaning supplies and equipment and complete supply requests as needed.
5. Perform routine custodial tasks as a working supervisor.
6. Coordinate and effectively communicate with appropriate maintenance personnel to provide appropriate temperatures and ensure efficient use of fuel, water, and electricity. Including the use of the computerized work order system.
7. Move furniture and equipment within the building as directed by principal/department supervisor.
8. Direct and assist in setting up and taking down facilities/equipment for special events.
9. Assist with lunchroom setup, including arranging tables and chairs.
10. Oversee procedures for locking, checking and safeguarding facilities.
11. Assume responsibility for opening and closing building as directed by principal/department supervisor and maintain security of building in the absence of school/department administrator(s).
12. Check that exit doors, panic bolts and fire safety equipment are open and working properly during hours of building occupancy.
13. Operate tools and equipment according to established safety procedures.
14. Correct unsafe conditions in work area and report to principal/area supervisor hazardous conditions to be addressed by appropriate personnel.



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15. Attend custodial training and professional learning activities applicable to position and facilitate information to campus/department custodians.
16. Maintain reports, records, and other documents applicable to the position.
17. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency)
- 1+ years of custodial experience to include:
1+ year custodial or maintenance supervisory experience or 3+ years of custodial experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Knowledge, Skills & Abilities

- Written and verbal communication skills
- Demonstrated job knowledge
- Demonstrated leadership ability
- Basic computer skills
- Knowledge of safety measures regarding use of standard cleaning chemicals
- Comply with state, district, and federal policies, including daily attendance, punctuality, and confidentiality.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Supervise, motivate, and evaluate custodial personnel assigned to the school/department.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.



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Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____