DATE REVISED: 01/06/2025

Job Title: Custodian

Wage/Hour Status: Nonexempt

Reports to: Head Custodian/Principal

Dept./School: Assigned

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:

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

Qualifications:

Education/Certification:

- None Specified

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.

Experience:

- None

Major Responsibilities and Duties:

Instructional Strategies:

- Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment and restrooms.
- Keep school building and grounds, including sidewalks and driveways neat and clean.
- Comply with local laws and procedures for storage and disposal of trash.
- Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
- Empties trashcans in solid waste dumpster containers.
- Disposal of all recycled materials in appropriate containers.

Maintenance and Repair:

- Assist with lunchroom set up, including arranging tables and chairs.
- Perform preventive maintenance to ensure the comfort, health and safety of students and staff.
- Move furniture or equipment within building as directed by principal.
- Assist in setting up facilities for special events.

Safety:

- Assist with opening and closing building each school day.
- Follow established procedures for locking, checking and safeguarding facilities.
- Carefully reads and comprehends written labels and warnings.
- Insures proper use of all chemicals and supplies.
- Accepts responsibility for keys and access to school property and acts in a responsible manner for the custody of keys and security procedures.
- Inspect machines and equipment for safety and efficiency.
- Operate tools and equipment according to established safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

- Conducts all assigned duties in a timely and proficient manner.
- Maintain Confidentiality.
- May perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Posture/ Motion: Frequent walking, standing, climbing and heavy lifting and carrying.

Lifting: Occasional lifting and carrying

Environment: Work outside and inside, on slippery or uneven walking surfaces and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.