West Independent School District
With Children as our First Priority

Job Title: Custodian
Exemption Status/Test: Nonexempt
Reports to: Campus Custodial Lead
Date Revised: 11/9/2026
Dept./School: Assigned Campus

Primary Purpose:

Clean and maintain district facilities using routine 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:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, 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.
5. Perform any other general cleaning as assigned by supervisor.

Maintenance and Repair

6. Assist with lunchroom set up, including arranging tables and chairs.

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7. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed and report major repair needs to principal.

8. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.

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 checking to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy. Follow established procedures for locking, checking, and safeguarding facilities.

12. Inspect machines and equipment for safety and efficiency.

13. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures.

14. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

15. Follow district safety protocols and emergency procedures.

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: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

Mental Demands: 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.

Reviewed by **David Truitt**	Date 11/09/2026
Received by David Z. Timmons	Date 11/09/2026

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