Angleton ISD

JOB TITLE: Custodian

EXEMPTION STATUS/TEST: Nonexempt

REPORTS TO: Custodial Supervisor/Principal

DEPT./SCHOOL: Assigned Campus

WAGE/DAYS: AUX-1/240 Days

Job Goal:

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

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for AISD students.

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that includes cleaning of floors, whiteboards, 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. Assist in covering cleaning areas of absent co-workers.
6. Additional duties as assigned by the Lead Custodian.

Maintenance and Repair

7. Assist with lunchroom set up, including arranging tables and chairs.
8. 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.
9. Ensure economical usage of water and electricity.
10. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures throughout the building.
11. Move furniture or equipment within building as directed by principal/supervisor.
12. Assist in setting up facilities for special events.

Safety

13. Assist with opening and closing building each school day checking to ensure that all exit doors are appropriately secured and are working properly during hours of building occupancy. Follow established procedures for locking, checking, and safeguarding facilities.
14. Inspect machines and equipment for safety and efficiency.
15. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures.
16. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
17. Follow district safety protocols and emergency procedures.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used**: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, and shampooer
- **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

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Terms of Employment:
Employed at-will. Days and salary to be determined by the Board and will be set within the salary range for the position.

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 _____ Date _____

Received by _____ Date _____

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