Angleton ISD

JOB TITLE: Head Custodian

EXEMPTION STATUS/TEST: Nonexempt

REPORTS TO: Building principal (elementary), assistant principal (high school and middle school) and supervisor of maintenance/custodial services

DEPT./SCHOOL: **Assigned Campus**

WAGE/DAYS: **AUX-4/240 Days**

Qualifications:

High school diploma or equivalent

Custodial experience

Ability to supervise and train others

General knowledge of maintenance, repair, equipment, tools and supplies used by custodians

Alternatives to above qualifications as deemed appropriate and acceptable

Ability to communicate in English

Supervises: Custodians

Job Goal:

To provide a clean, safe, well-functioning school facility for all occupants to create a quality education environment. To ensure that all areas of the facility are maintained and kept secure.

Major Responsibilities and Duties:

1. Ensure that the building is open and ready for operation each school day and at other times of operation.
2. Perform work in a neat, orderly and timely manner.
3. Maintain good attendance and safety records.
4. State the truth and facts to supervisors.

5. Prepare work schedule, special duty assignments, reports and records
6. Ensure that all areas are kept clean.
7. Follow instructions for mixing and using chemicals.
8. Prevent the needless waste of supplies.
9. Ensure that all restrooms are clean and kept stocked with towels and toilet paper.
10. Ensure that all floors are swept, vacuumed, mopped and buffed as scheduled.
11. Ensure that high standards of sanitation are maintained.
12. Be responsible for and care for custodial equipment, tools and supplies.
13. Order cleaning supplies and equipment as needed.
14. Deliver boxes and supplies to appropriate areas.
15. Properly mix and control chemicals.
16. Perform routine custodial tasks as a working supervisor.
17. Move furniture as needed.
18. Make repairs or bring to the appropriate person's attention.
19. Set up facilities for special events.
20. Maintain school grounds.
21. Change lights, as required.
22. Ensure that facilities are secured at appropriate times.
23. During the summertime, strip and wax floors, wash furniture, walls, blackboards and lockers.
24. Maintain safety standards in conformance with all rules, regulations, and policies, administrative and supervisory directives.
25. Cooperate and maintain harmonious relations with fellow workers.
26. Perform other tasks and responsibilities as assigned by appropriate supervisor or superintendent.

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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.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands:

Frequent districtwide travel; heavy lifting (50 lbs.+); walking and standing; climbing, stooping, bending, kneeling and reaching. Work outside and inside; exposed to extreme temperature. Mechanical, electrical and chemical hazards.

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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