Belton Independent School District
Job Description

Job Title:	Lead Custodian	**FLSA Status:**	Non-Exempt, 260 days
Reports to:	Director, Custodial Services	**Pay Grade:**	AUX-4
Dept./School:	Assigned Campus	**Date Revised:**	11/15/2022

Primary Purpose:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:
GED or High School Diploma (preferred)

Special Knowledge/Skills:
Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies
Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, and any other type of custodial equipment needed

Experience:
Two years of experience in custodial services

Major Responsibilities and Duties:

Custodial Management

1. Assign work to campus custodians and oversee completion according to district standards.

Cleaning

2. Maintain a cleaning schedule that will include cleaning of floors, whiteboards, wastebaskets, windows, furniture, equipment, and restrooms.

3. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

4. Comply with local laws and procedures for storage and disposal of trash.

5. Maintain an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

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

7. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.

8. Make minor building repairs as needed and report major repair needs to principal.

9. Move furniture or equipment within building as directed by principal.

10. Assist in setting up facilities for special events.

Safety

11. Assume the responsibility for opening and closing building each school day.

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

13. Inspect machines and equipment for safety and efficiency.

14. Operate tools and equipment according to established safety procedures.

15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.

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

17. Participate in mandatory safety training.

Other

18. Ability to operate cleaning equipment and lift heavy equipment.

Supervisory Responsibilities:

Monitor the work and issue work assignments to building custodians.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, floor scrubber, 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

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: November 2022
Prepared By: Belton ISD Human Resources Department