DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Custodian - Lead**	**Wage/Hour Status**:	Non-Exempt
Reports to:	Custodial Coordinator	**Pay Grade**:	AUX-3
Dept. /School:	Assigned Campus	**Date Revised:**	01-14-2020

Primary Purpose: Supervise the 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:

- High school diploma or GED
- Clear and valid Texas driver's license

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:

Two years experience in custodial services

Major Responsibilities and Duties:

Custodial Management

- Direct and monitor the work of custodians at assigned campus
- Help screen, select, and train custodians
- Direct and assist in setting up facilities for special events

Cleaning

- Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms
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- Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean
- Comply with local laws and procedures for storage and disposal of trash
- Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed

Maintenance and Repair

- Assist with lunchroom set up, including arranging tables and chairs
- Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity
- Make minor building repairs as needed and report major repair needs to principal
- Move furniture or equipment within building as directed by principal

Safety

- Assume responsibility for opening and closing building each school day
- Oversee procedures for locking, checking, and safeguarding facilities
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy
- 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

Supervisory Responsibilities:

- Monitor and direct the work of custodians

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

Other: Work Irregular/overtime hours and respond to emergency calls as needed

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____