

Job Title:	Custodian	Wage/Hour Status:	Hourly
Reports to:	Head Custodian/Principal	Pay Grade:	401
Dept. /School:	Assigned Campus	Date Revised:	March 23, 2021

Primary Purpose

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/GED

OR

3 years' work experience

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 to include maintaining custodial equipment
- Ability to operate, clean and lift heavy equipment
- Ability to properly handle cleaning supplies and dispensing equipment
- Ability to effectively communicate with District employees

Major Responsibilities and Duties

1. Maintain a cleaning schedule as directed by the Head Custodian, to include cleaning floors, student desks, chalkboards, wastebaskets, windows, furniture, restrooms, and custodial equipment.
2. Maintain school building and grounds, including sidewalks, driveways, parking lots, and play areas, safe and clean.
3. Comply with local laws and procedures for storage, disposal, and recycling of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment. .
5. Assist with general setups including cafeteria tables and chairs.
6. Perform preventive maintenance, as needed, and reports maintenance issues to the Head Custodian to ensure comfort, health, and safety of students, staff, and the community.
7. Carry regular workload, as assigned by Head custodian.
8. Responsible for maintaining custodial equipment assigned.
9. Demonstrate punctuality and dependability.
10. Work in cooperation with fellow workers.
11. Dress in appropriate clothing and footwear; follows District policies; wear department uniform.
12. Uphold and adheres to safety rules and policies of EPISD safety program.
13. Support goals and objectives of the District.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Buffer, , auto-scrubber, burnisher, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, weed eater, and other custodial equipment.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outdoor and indoor, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, hazardous chemicals, and materials.

Must be able to lift to 20 pounds frequently, 20-50 pounds occasionally, more than 50 pounds infrequently and with assistance. May be required to work varied schedules and shifts; assignment location may change as needed. Must wear uniform daily.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

Note: The substitute custodian will assume the job duties of the custodian in their absence.

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.