

Job Title:	Head Custodian MS	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	404
Dept./School:	Assigned Campus	Date Revised:	August 31, 2023

Primary Purpose

Perform as a working leader responsible for supervising and coordinating custodial staff and custodial services at assigned campus. Establish and follow routine cleaning and maintenance procedures to create and maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Ability to speak, read, and communicate in English
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to effectively communicate with custodial staff, administration, parents, and others
- 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
- Ability to read and understand Safety Data Sheets (SDS)
- Ability to work different shifts
- Ability to order supplies using the district data management system and stay within budget
- Ability to use computer and internet-based applications

Experience

Three (3) years experience in custodial service

One (1) year supervisory experience

Major Responsibilities and Duties**Custodial Management**

1. Direct, inspect and monitor the work of custodians at assigned campus. Provide input for annual evaluations.
2. Clean a minimum of eight (8) units or classrooms daily.
3. Provide training and orientation to assigned custodial staff on proper and safe use of chemicals and equipment.
4. Work in collaboration with campus administration to establish, implement, and follow routine cleaning and maintenance procedures.
5. Assist in screening and selecting custodians.
6. Direct and assist in setting up facilities for special events.
7. Review and ensure that facilities, including classrooms, buildings, and gates, are secure.
8. Monitor and ensure that heating and cooling equipment is working properly.
9. Evaluate conditions of facilities and recommend repairs, to include preventive maintenance, using the district's online work order system.
10. Comply with local laws and procedures for storage and disposal of solid waste.
11. Serve as an on-call emergency contact during non-working hours. Report to emergency site following notification and assess facility damages.
12. Ensure that the building and grounds are free from preventable fire and safety hazards.
13. Perform minor maintenance as needed. Maintain classroom furniture.
14. Maintain custodial equipment and custodial supplies in good order.

- 15. Participate in professional development activities and training as required by the district/department.
- 16. Demonstrate punctuality, dependability, and cooperation while in performance of job duties.
- 17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned custodial staff

Equipment Used

Buffer, stripper, burnisher, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, auto scrubber, 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

Terms of Employment

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

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: _____

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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