

<b>Job Title:</b>	Assistant Head Custodian	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Head Custodian/Principal	<b>Pay Grade:</b>	402
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	January 10, 2022

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### Primary Purpose

Perform as a lead worker and assist the head custodian in the supervision of campus custodial services. Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

### Qualifications

#### Education/Certification/Experience

High School Diploma/ GED and Two (2) years custodial experience

*OR*

Five (5) years custodial 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
- 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 effectively communicate with custodial staff, administration, and district employees

### Major Responsibilities and Duties

1. Assume the responsibilities of the Head Custodian in his/her absence.
2. Assist with supervision, inspection and monitoring of custodians at assigned campus.
3. Responsible for closing and securing the school and conducting building checks as directed by the Head Custodian.
4. Assist training custodians.
5. Review and ensure facilities, including classrooms, buildings, and gates, are secure.
6. Monitor and ensure heating and cooling equipment is working properly.
7. Maintain established cleaning schedules.
8. Comply with local laws and procedures for storage and disposal of solid waste and recycling efforts.
9. Ensure buildings and grounds are free from preventable fire and safety hazards.
10. Perform minor maintenance as needed. Maintain classroom furniture.
11. Uphold and adhere to safety rules and policies of the District.
12. Demonstrate punctuality and dependability.
13. Work in cooperation with fellow workers.
14. Respond to after hour emergencies as needed.
15. Perform other duties as assigned by supervisor.

### Supervisory Responsibilities

Supervise custodial staff

### Equipment Used

Auto scrubber, burnisher, buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, 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

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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.

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