

Job Title:	Head Custodian - Elementary	Wage/Hour Status:	Hourly
Reports to:	Principal/Director	Pay Grade:	403
Dept/School:	Assigned Campus	Date Revised:	December 6, 2011

Primary Purpose

Supervises the campus custodial operations. Establishes and follows 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 certificate

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 work different shifts
- Ability to write supply orders and stay within budget

Experience

Three years verifiable experience in custodial service including one (1) year supervisory.

MAJOR RESPONSIBILITIES AND DUTIES**Custodial Management**

1. Directs, inspects and monitors the work of custodians at assigned campus.
2. Helps screen, select, and train custodians.
3. Directs and assists in setting up facilities for special events.
4. Inspects and insures that facilities, including classrooms, buildings and gates, are secure.
5. Inspects and insures that heating and cooling equipment is working properly
6. Determines conditions of facilities and recommends repairs, to include preventive maintenance, with assistance from the Maintenance Department.
7. Implements and maintains established cleaning schedule for building and grounds.
8. Insures proper maintenance of athletic facilities.
9. Complies with local laws and procedures for storage and disposal of trash.
10. Insures that building and grounds are free from avoidable fire and safety hazards.
11. Maintains classroom furniture.
12. Clean a minimum of 8 units or classrooms

Supervisory Responsibilities

Supervises the work of custodians.

Equipment Used

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, weed eater, propane burnisher, and auto scrubber.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Must be able to lift a minimum of 35 lbs.

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. Assignment location may be changed as needed.

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, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Cecilia Whiteman at 230-2836.

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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Cecilia Whiteman al 230-2836.