

Job Title: Assistant Head Custodian - Elementary	Wage/Hour Status: Hourly
Reports to: Head Custodian	Pay Grade: 402
Dept/School: Assigned Campus	Date Revised: June 15, 2017

Primary Purpose

Assist in the supervision of campus custodial operations. 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 and 2 years custodial experience
OR
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 and chemical dispensing units

Major Responsibilities and Duties

1. Assumes the responsibilities of the Head Custodian in his/her absence.
2. Assists 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. Helps screen, select, and train custodians.
5. Inspects and ensures facilities, including classrooms, buildings and gates, are secure.
6. Inspects and ensures heating and cooling equipment is working properly.
7. Determines conditions of facilities and recommends repairs, to include preventive maintenance, using the District's work order system.
8. Maintains established cleaning schedules for buildings and grounds.
9. Ensures proper maintenance of athletic facilities.
10. Complies with local laws and procedures for storage and disposal of trash and recycling efforts.
11. Ensures buildings and grounds are free from avoidable fire and safety hazards.
12. Maintains classroom furniture.
13. Upholds and adheres to safety rules and policies of the District.
14. Demonstrates punctuality and dependability.
15. Works in cooperation with fellow workers.

Supervisory Responsibilities

Supervises work of custodians

Equipment Used

Auto scrubber, burnisher, buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn, 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 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. Must wear uniform daily. Serves as an on-call emergency contact during non-working hours. Must be available to work varied shifts.

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: _____

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 Kelly Ball 230-2829.

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 Kelly Ball 230-2829.