

Job Title:	Head Custodian Non-Instructional Facilities Small	Wage/Hour Status:	Hourly
Reports to:	Administrator Assigned	Pay Grade:	403
Dept. /School:	Assigned Facility	Date Revised:	June 23, 2021

Primary Purpose

Perform as a lead worker responsible for supervising and coordinating custodial staff and custodial services at assigned campus. Assist in creating a healthy, safe, and clean working environment.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Ability to read, speak, and communicate in English.
- Ability to effectively communicate with custodial staff, administration, and parents
- 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
- Ability to use a computer and internet-based applications

Experience

Three (3) years experience in custodial services
One (1) year supervisory experience

Major Responsibilities and Duties

1. Direct, inspect, train and monitor the work of custodians at assigned facility.
2. Perform routine cleaning duties and maintenance procedures to ensure buildings are safe and clean.
3. Implement and maintain established cleaning schedules.
4. Work cooperatively with the Director Custodial Services to establish and follow routine cleaning schedules and maintenance procedures to ensure a high standard of safety, cleanliness, and efficiency of building operations.
5. Implement and maintain schedules and procedures for routine custodial care; make assignment changes as necessary.
6. Perform minor maintenance as needed.
7. Provide monthly safety training and maintain training log of custodial staff at the facility.
8. Follow established safety protocols in performing job duties.
9. Demonstrate punctuality, reliability, and integrity in performance of duties.
10. Open/close and secure the buildings and conduct building checks as directed by the Director of Custodial Services.
11. Help screen, select perspective applicants, and train new custodians.
12. Provide input for annual performance appraisals.
13. Inspect and ensure facilities, buildings and gates, are secure.
14. Inspect and ensure heating and cooling equipment is working properly.
15. Maintain custodial budget.
16. Determine conditions of facilities and recommend repairs, to include preventive maintenance, using the District's work order system.
17. Determine conditions of custodial equipment and use the District's work order system to generate work order for repairs or preventive maintenance on the equipment.
18. Comply with local laws and procedures for storage and disposal of trash and recycling efforts.
19. Ensure buildings and grounds are free from avoidable fire and safety hazards.

20. Conduct annual inventory of physical equipment and supplies and recommend replacement, as needed.
21. Uphold and adhere to safety rules and policies of the district.
22. Work in cooperation with fellow workers.
23. Serve as an on-call emergency contact during non-working hours.
24. Uphold a professional code of ethics.
25. Participate in professional development activities and trainings, as required by the District/department.
26. Support goals of the District/department and follow District policies and procedures.
27. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Buffer, wet and dry vacuum cleaner, hand tools, water extractors, carpet shampooer, auto scrubber, electric burnisher, burnisher, vacuum, 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

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.