

## Comal ISD Job Description

**Custodian**  
November, 2009

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<b>Job Title:</b>	Custodian	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Head Custodian	<b>Pay Grade:</b>	NK
<b>Dept/School:</b>	Assigned Campus	<b>Days:</b>	237
<b>Date Revised:</b>	November, 2009	<b>Job Code:</b>	U102, U106

### **Primary Purpose:**

Routinely follow established cleaning procedures to maintain a high standard of safety and cleanliness.

### **Education / Certification:**

1. High school diploma or GED is preferred.

### **Special Knowledge / Skills:**

1. Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
2. Knowledge of minor repair techniques and building and grounds maintenance.
3. Ability to operate cleaning equipment and lift heavy equipment.
4. Ability to properly handle cleaning supplies.
5. Demonstrated ability to deliver customer-oriented service under the direction of department supervisors.

### **Experience / Other Requirements:**

Two years of related custodial experience is preferred.

### **Major Responsibilities and Duties:**

#### **Cleaning**

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Comply with local laws and procedures for storage and disposal of trash.
3. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
4. Working knowledge of industry standard best cleaning practices.
5. Ability to adapt successfully to district cleaning standards and procedures.
6. Successfully utilize automated cleaning equipment.

### **Maintenance and Repair**

7. Assist with lunchroom set up, including arranging tables and chairs.
8. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
9. Make minor building repairs as needed and report major repair needs to supervisor and school office.
10. Move furniture or equipment within building as directed by principal.
11. Assist in setting up facilities for special events.

### **Safety**

12. Assist with opening and closing building each school day.
13. Follow established procedures for locking, checking, and safeguarding facilities.
14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
19. Other duties as Assigned.

### **Supervisory Responsibilities:**

None.

### **Equipment Used:**

Buffer, scrubber, carpet extractor, wet and dry vacuum cleaner, mop, and hand tools.

### **Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Frequent walking, standing, climbing, and heavy lifting and carrying.
2. Work outside and inside, on slippery or uneven walking surfaces, and ladders.
3. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

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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.

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_