

FORT SAM HOUSTON ISD

Job Title: Custodian
Reports to: Custodial Supervisor
Dept./School: Assigned Campus(es)

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Valid driver's license required.

Education/Certification:

None specified

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

Minimum Experience:

None

Major Responsibilities and Duties:

Cleaning

1. Follow a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, restrooms, etc.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash, includes collecting and transporting trash to bins.
4. Operate floor care equipment such as low and high speed buffers, auto scrubbers, carpet extractors, floor finish applicators and strippers.

Maintenance and Repair

5. Maintain assigned cleaning equipment and notify supervisor of any repair or

safety issues immediately.

8. Move furniture or equipment within building as directed by supervisor.

Safety

9. Assume responsibility for opening and closing building each school day if necessary.
10. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
11. Inspect machines and equipment for safety and efficiency.
12. Operate tools and equipment according to established safety procedures.
13. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Supervisory Responsibilities:

None

Equipment Used:

Low and high speed buffers, auto scrubber, wet and dry vacuum, carpet extractor, various hand cleaning equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Strenuous walking, standing, and/or climbing; heavy lifting and carrying.
- Must be able to lift up to 50 pounds without assistance.
- Work outside and inside; exposure to hot and cold temperatures.
- Exposure to dust, toxic chemicals, and materials.
- Slippery or uneven walking surfaces.
- Work on ladders.
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Perform other duties as assigned.

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 by:	Date:
Campus Administrator	

Reviewed by:	Date:
Employee	

Logged by:	Date:
Central Office Representative	