



Job Title: Custodian – Area Supervisor

Wage/Hour Status: Non-Exempt

Reports To: Facilities Services Coordinator & Director

Pay Grade: Auxiliary - 6

Dept./School: Facilities

Revised: 11/2025

Primary Purpose:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness and efficiency of building operations and grounds.

QUALIFICATIONS:

1. High School diploma or equivalent
2. 2 years of experience in the custodial field
3. Ability to understand and execute detailed written or oral instructions
4. Knowledge of cleaning, maintenance, and safety procedures
5. Ability to perform minor repairs
6. Ability to properly handle cleaning supplies
7. Effective organizational, communication and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Take and pick up paperwork (time sheets, Absent from Duty forms, etc.) Custodial Secretary is needing from each campus.
2. Keep up with custodians that need time off; approve of absence and return paperwork to the Custodial office and arrange subs as needed.
3. Help campus custodians with assigning work and overseeing completion according to district standards. Train custodians as needed.
4. Help campus leads implement and maintain established cleaning schedules that include cleaning floors, windows, furniture, equipment, restrooms, and emptying waste baskets.
5. Check that all school buildings and grounds, including sidewalks, driveways, parking lots and play areas, are kept neat and clean by campus custodians.
6. Comply with local laws and procedures for storage and disposal of trash.
7. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed. Contact vendors as needed to request quotes and information.
8. Make minor building repairs as needed and report major repairs to the campus secretary, so a work order can be made.
9. Assist in setting up facilities for regular and special events and moving furniture or equipment within the building as directed by the principal.
10. Assume responsibility for opening and closing buildings each day. Check daily to ensure that all doors are working properly. Ensure that procedures for locking, checking, and safeguarding facilities are followed.
11. Inspect machines and equipment for safety and efficiency.
12. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
13. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the Facilities Services Coordinator.
14. Assist in employee evaluations and disciplinary actions of all campus custodians.



WORKING CONDITIONS:

1. Work with frequent interruptions
2. Frequent standing, walking, and sitting for prolonged periods of time
3. Assembling and moving ladders, scaffolding, trailers, compressors, etc.
4. Lifting and carrying up to 50 pounds
5. May be required to wear a respirator.
6. Exposure to noise and communicable diseases
7. Extreme cold/heat
8. Exposure to wet and humid conditions
9. Work in confined spaces
10. Exposure to legal limits of pesticides and herbicides
11. Exposure to odors and gases
12. Tolerate exposure to grasses and other outside environments

TOOLS/EQUIPMENT USED:

1. Buffer/ Auto-Scrubber
2. Stripper/ Floor Finish
3. Wet and dry vacuum cleaner
4. Carpet Shampooer
5. Small power tools and/or hand tools

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____