

Job Title: Custodian

Pay Grade: Auxiliary - 1

Reports to: Supervisor

Revised: 1/23/2024

Dept./School: District Wide

Primary Purpose:

Clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness and efficiency of building operations and grounds.

Qualifications:

- High School diploma or equivalent preferred, but not required
- If not a citizen must have proper paperwork, ID
- Ability to read and understand instructions for cleaning, maintenance and safety procedures
- Ability to understand execute detailed written or oral instructions
- Knowledge of cleaning, maintenance and safety procedures
- Ability to perform minor repairs
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies
- Evening Shift

Major Responsibilities and Duties:

- Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows furniture, equipment, light fixtures and restrooms
- Keep facilities and grounds, including sidewalks, driveways, parking lots and play areas, neat and clean
- Comply with local laws and procedures for storage and disposal of trash
- Assist in maintain an inventory of cleaning supplies and equipment and request additional supplies as needed
- Assist with lunchroom set up, including arranging tables and chairs
- Perform preventive maintenance to ensure the comfort, health and safety of students and staff. Make minor building repairs as needed and report major repair needs to campus secretary so a work order can be made
- Move furniture or equipment within building as directed by principal
- Assist in setting up facilities for special events

- Assist with opening and closing facilities each day and checking to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy. Follow established procedures for locking, checking and safeguarding facilities
- Inspect machines and equipment for safety and efficiency
- Follow established safety procedures and techniques to perform job duties; operate tools and equipment according to established safety procedures
- Correct unsafe conditions in work areas and promptly report any conditions that are not immediately correctable to Campus Lead

Misc. Information:

- Work with frequent interruptions
- Frequent standing, walking and sitting for prolonged periods of time
- Assembling and moving ladders, scaffolding, trailers, compressors, etc.
- Lifting and carrying up to 75 pounds
- May be required to wear a respirator and pass appropriate pulmonary physical
- Exposure to noise and communicable diseases
- Extreme cold/heat
- Exposure to wet and humid conditions
- Work in confined spaces
- Exposure to legal limits of pesticides and herbicides
- Exposure to odors and gases
- Tolerate exposure to grasses and other outside environments

Tools/Equipment Used:

- Buffer, stripper, wet and dry vacuum cleaners; shampoos
- Small power tools and/or hand tools and yard equipment

Wage/Hour Status: Hourly

Pay Grade: Auxiliary - 1

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

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.