AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**CUSTODIAN CAMPUS SUPPORT**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 1**	DUTY DAYS:	**260**	DATE REVISED:	**09/28/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to read and understand instructions for cleaning, maintenance, safety and District policies and procedures is required. Education requirements are not specified. Employees in this role are required to maintain their own transportation.

SKILL REQUIREMENTS:

Ability to operate equipment utilized to perform various tasks to maintain the cleaning of the campus and lift heavy equipment. Ability to properly handle cleaning supplies. Knowledge of minor repair techniques and building and ground maintenance. The ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, customers, fellow employees, management, school staff, and administrators is preferred. Incumbents should also have the ability to work well and communicate professionally.

JOB PURPOSE AND RESPONSIBILITY:

The purpose of this position is to provide temporary custodial services and operational support at Austin ISD campuses to maintain a clean, safe, sanitary, and welcoming learning environment for students, staff, and visitors. The Campus Support Custodian provides coverage for regular custodial staff during absences, vacations, leave, vacancies, or other staffing needs and may be assigned to different campuses based on district operational requirements. Campus Support Custodians are required to maintain schedule availability aligned with district and campus operational demands. Primary work hours consist of mid-day shifts; however, early morning availability is required to ensure full operational support and coverage. This position reports directly to the assigned Custodial Specialist. Employees in this role are required to maintain their own transportation. This position will be responsible for ensuring that all cleaning equipment and materials are maintained in a manner consistent with safe and efficient working practices. This role will be responsible for implementing sustainable cleaning and waste management including but not limited to green cleaning, recycling, compost, and other means of landfill waste diversion. The employee is responsible for adhering to the Standard Operating Procedure (SOP) Manual provided upon being hired.

ESSENTIAL FUNCTIONS:

- Travel to assigned Austin ISD campuses to provide temporary custodial coverage and operational support. The Campus Support Custodian will be assigned to different campuses as directed by their assigned Custodial Specialist based on district and campus operational needs.
- Maintain a cleaning schedule that will include cleaning floors, whiteboards, wastebaskets, windows, furniture, equipment, and restrooms. Be responsible for cleaning the assigned school space, which may include cafeteria, classrooms, athletic areas, etc. as scheduled by the supervisor. Keep restrooms clean and well supplied at all times.
- Ability to determine quality of restroom care, detect odors of burning materials, improper storage of cleaners and chemicals, etc. Must be able to use cleaning chemicals and cleaning agents necessary to perform the essential functions of the job.

- Provide floor care to include sweeping, mopping, buffing, top scrubbing, stripping, applying floor finish, etc. Provide carpet care to include vacuuming, spot removal, bonnet cleaning and extraction. Vacuuming wall-to-wall carpeting, rugs, entry door mats, etc. Should be vacuumed at least once daily or as scheduled by the supervisor.
- Utilize a power washer for exterior cleaning of buildings to remove mold and mildew growth from building, sidewalks, bus entry areas, main entrance of buildings, and playground entry areas.
- Keep custodial closets clean and supplied with the cleaning materials necessary to do the job. Keep closets locked when not in use.
- Perform high and low dusting of corners, edges, display cases, tops of lockers, light diffuser covers, etc.
- Keep school buildings 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 maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
- Assist with a 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 the principal.
- Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
- Move furniture or equipment within the building as directed by the principal.
- Assist in setting up facilities for special events.
- Assist with opening and closing buildings each school day 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. Know how to operate the alarm system.
- Inspect cleaning machines and equipment for safety and efficiency.
- Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow District safety protocols and emergency procedures.
- Safely use a telescopic boom lift, and portable scaffold.
- Participate in team time activities and special projects as scheduled by the supervisor or when help is needed due to absences, etc.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to

energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Low Speed Floor Buffer, High Speed Buffer, Auto Scrubber, wet/dry vacuum, upright vacuum, backpack vacuum, carpet extractor, small hand tools; small power tools, cleaning chemicals and cleaning agents

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching, safely use a telescopic boom lift, and portable scaffold

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis.

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals, and materials; regularly work irregular hours; occasional prolonged hours.

Mental Demands: Maintain emotional control under stress, frequent interruptions

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department. Will have regular contact with campus administrators, teachers, and staff.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:	