AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**CUSTODIAL CREW LEAD**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 3**	DUTY DAYS:	**260**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to understand and execute detailed written and oral instructions of cleaning, maintenance, safety, District policies and procedures is required. Education requirements are not specified. One (1) year of related building or custodial experience is required. Fluency in Spanish and English is preferred.

SKILL REQUIREMENTS:

This position must have knowledge of cleaning, maintenance, safety procedures and the ability to perform minor repairs, and to properly handle cleaning supplies and equipment is necessary. This position requires effective organizational, communication, and interpersonal skills. Be able to follow oral and written instructions, and knowledge of reading and writing and the use of simple arithmetic. Incumbent must be able to maintain accurate written and computer records. Incumbent should be able to communicate and interact with fellow employees, teachers, school staff and administrators. Incumbent should the ability to work well with people.

JOB PURPOSE AND RESPONSIBILITY:

The purpose of this position is to oversee the cleaning and maintenance of District facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations during the evening shift and ensure all areas are ready for the next school day. This position is responsible for the supervision of three (3) or more custodians with duties to assure the assigned building or campus is clean, sanitary, and in safe order. This position will be responsible for ensuring that all cleaning equipment and materials are well maintained and in a safe and efficient working order. 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. This position will require the employee to be flexible and prepared to merge to support another campus when needed.

ESSENTIAL FUNCTIONS:

- Assist with preparing equitable work schedules and duty assignments for the campus building and custodial team and oversee completion according to District standards. Monitor work and provide all necessary on-the-job training for assigned custodians.
- In the absence of the Head Custodian, comminate with evening staff to inform them of evening events, and the need to merge work shifts to cover evening meetings, and events two days in advance to allow employees the time needed to adjust for childcare, transportation, etc.
- Ensure that the evening custodial team assists with the cleaning of cafeteria, campus grounds, and other team projects.
- Implement and maintain established cleaning schedules of cleaning floors, windows, furniture, equipment, and restrooms.
- Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

- Completes walkthrough of campus each evening to ensure areas have been cleaned up to expectations by each employee under his/her supervision.
- Responsible for cleaning an assigned area with a minimum of sixteen (16) to twenty (20) classrooms.
- Comply with local laws and procedures for storage and disposal of trash or waste.
- Implement and maintain established cleaning schedules including emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
- Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
- Assist with maintaining inventory control to ensure that adequate cleaning supplies and equipment are available at all times.
- Make minor building repairs as needed and report needed major repair to supervisor.
- Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
- Determine quality of restroom care, detect odors of burning materials, proper 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.
- Set up facilities for regular and special events and move furniture or equipment within the building as directed by your supervisor.
- Assume responsibility for opening and closing buildings each school day. Check daily to ensure all exit doors are open and all panic bolts are working properly during hours of building occupancy. Ensure procedures for locking, checking, and safeguarding facilities are followed. Follow district safety protocols and emergency procedures. Have knowledge of how to operate the alarm system and ensure that all custodians understand the proper school opening and closing procedures and how to operate the alarm system.
- Inspect machines and equipment for safety and efficiency. Responsible for the proper care, maintenance, and safe use of all custodial equipment.
- Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Report all job-related injuries to Head Custodian and Custodial Specialist for your region and ensure completion of the Employer's First Report of Injury report is completed, scanned, and faxed to the Leave Office, and to the Custodial Specialist within 24 hours of injury.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor. Investigate reported job-related injuries and complete the proper paperwork within 24 hours of injury.
- Document and report all observed unsafe building conditions and maintenance needs to the principal and/or building supervisor, take corrective action. File proper work request as directed.
- Support and show flexibility with other campuses on a rotation basis when a campus has a vacancy, or an employee out on FMLA, or Workers Comp.

- Assist with cleaning additional areas when short staffed as scheduled by the Head Custodian.
- Utilize a power washer for exterior cleaning of building to remove mold and mildew growth from building, sidewalks, bus entry areas, main entrance of buildings, and playground entry areas.
- Safely use scissors lift to perform high dusting and or use of a telescopic boom lift, and portable scaffold.
- Ensure light diffusers are clean and free of cobwebs, and dead insects.
- Report any cases of break-in, vandalism, or unauthorized persons in or around the school property.
- Respond to emergency situations after hours and on the weekends.
- 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 and backpack vacuum, carpet extractor, small hand tools; small power tools.

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

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

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.

PERSONAL WORK RELATIONSHIPS:

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

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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 & acknowledge the job description above.

Employee Signature:		**Date:**	