AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**CUSTODIAN HEAD I**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 4**	DUTY DAYS:	**260**	DATE REVISED:	**06/25/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

The ability to understand and execute detailed written or oral instructions of cleaning, maintenance, safety and District policies and procedures is required. A high school diploma or equivalent is preferred. Three (3) years of custodial related experience within AISD is required. Fluency in Spanish and English is preferred.

SKILL REQUIREMENTS:

This position requires knowledge of how to safely operate all cleaning equipment used to perform custodial work. This position requires the ability to follow oral and written instructions,-and the use of simple arithmetic. 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 communicate, customers, fellow employees, management, school staff, and administrators is preferred. Incumbent should also have the ability to work well with people. Knowledge of how to determine when it is necessary to strip a floor “vs” top scrub a floor, and how to apply finishing wax is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for keeping the elementary school campus in a clean, sanitary, and safe order. Incumbent must respond to emergency situations that occur at their assigned campus after hours and during any given district break. This position is responsible for supervision of three (3) to seven (6) custodians with duties to assure the building or campus is clean, sanitary, and in safe order. This position must ensure 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:

- Prepare 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.
- Inform evening staff of scheduled 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.
- Develop a rotation schedule for cleaning of the cafeteria, campus grounds, and other team projects.
- Ensure all custodial closets and main supply room are kept maintained in a clean, organized, and fully supplied order.

- Schedule daily/weekly meetings with employees, notifying them of setups needed for scheduled meetings, events, etc., and or of additional areas to be cleaned due to being short-staffed.
- Review employee's time sheets to ensure time punches and leave requests are submitted correctly on Enterprise Resource Planning (ERP) time sheets.
- Evaluate work performance of all custodians under his/her supervision.
- Responsible for cleaning an assigned area with a minimum of eight (8) to ten (10) 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.
- Set up facilities for regular and special events and move furniture or equipment within the building as directed by your supervisor.
- Make minor building repairs as needed and report 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.
- 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 job-related injuries to the Custodial Specialist of 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.

- Follow District safety protocols and emergency procedures. Knowledge of how to operate the alarm system and ensure that all custodians understand the proper school opening and closing procedures.
- Maintain inventory control to ensure that adequate cleaning supplies and equipment are available at all times.
- Create an employee rotation schedule that supports other campuses when short staffed due to a vacancy, or an employee out on FMLA, or Workers Comp.
- 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.
- Safety 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.
- 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.
- Report any cases of break-in, vandalism, or any unauthorized persons in or around school premises.
- Report unsafe conditions to the principal and/or designee and takes corrective action.
- 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.

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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.

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

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. Incumbent will provide direct supervision to all custodial personnel assigned to the campus and facilities.

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:**	