BEAUMONT INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Custodian	**CLASSIFICATION:**	Nonexempt		
REPORTS TO:	Head Custodian	**PAY GRADE:**	OPER	$15.06 Hourly	/220 Days
LOCATION:	Maintenance/Operations	**DATE REVISED:**	4/25/2019		

PRIMARY PURPOSE:

Perform repetitive and manual tasks, as directed, in order to maintain a high degree of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS:

Education/Certification:

- High school diploma or equivalent preferred
- Ability to read and write and have communication skills necessary to converse with various types of persons

Special Knowledge/Skills:

- Basic knowledge of the hazards and safety precautions of the work
- Basic knowledge of cleaning and sanitation methods
- Ability to establish and maintain effective working relationships

Experience:

- General knowledge of field

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform duties as assigned in cleaning buildings and grounds including, but not limited to, the following: sweeping, mopping, scrubbing, stripping, waxing and buffing various floor surfaces, sanitizing restrooms, picking up and removing trash, securing buildings, cleaning wall surfaces, including chalkboards, accounting for supplies assigned, reporting needed repairs, and other related tasks.
2. Responsible for care of assigned equipment.
3. Responsible for meeting performance standards.
4. Maintain a clean, safe, and well organized facility and work area.
5. Perform scheduled and emergency repairs and/or maintenance as directed.
6. Carry out all duties in accordance with BISD Board of Education policies and administrative regulations.
7. Maintain a high personal standard in the following areas: attitude, cooperation, dependability, judgment, initiative, self-improvement, and as a role model for students.

EQUIPMENT USED:

- Buffers, vacuum cleaners, water pick-up machines, carpet machines and various hand tools

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress
- Work with frequent interruptions

Physical Demands

- Light lifting with minimum floor to knuckle lift of 45 lbs.
- Substantial amount of walking, standing, kneeling, bending, climbing, squatting
- Occasionally required to work nights or prolonged hours

Environmental Demands

- Work outside and inside: exposure to hot and cold temperatures, and exposure to excessive humidity
- Exposure to a fumes from strippers, waxes, solvents, dust, toxic chemical, cleaning agents, grease and oil
- Working on ladders, slippery on uneven walking surfaces
- Work alone; may work at night
- Subject to reassignment as directed

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

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