



CARTHAGE INDEPENDENT SCHOOL DISTRICT
#1 BULLDOG DRIVE
CARTHAGE, TEXAS 75633-2370

Job Title: Substitute Custodian **Exemption Status/Test:** Nonexempt
Reports to: Custodial Services Supervisor **Date Revised:** 01/2024
Dept./School: Assigned Campus **Pay Grade:** Salary Scale/226 Days

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:

Education/Certification:

High School Diploma/GED

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Knowledge of minor repair techniques and building and grounds maintenance

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

Experience:

None

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building, sidewalks, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Assist with lunchroom set up, including arranging tables and chairs.
6. Assist in setting up facilities for special events.

Safety

7. Assist with opening and closing building 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.
8. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate equipment according to established safety procedures.
9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, shampooer.

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

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

Environment: Work outside and inside, on slippery or uneven walking surfaces; exposed to dust, toxic chemicals and materials.

Mental Demands: Maintain emotional control under stress
