



Job Title: Lead Custodian

Exemption Status/Test: Non-Exempt

Reports to: Custodial Field Supervisor

Date Revised: January 2025

Dept. /School: Maintenance /Building Services

Pay Grade: MT02

Primary Purpose:

Responsible for the direct supervision of the custodians serving in the location where the Lead Custodian is assigned. Responsible for the daily quality assurance of their assigned facility and maintaining a high standard of customer service to the students and staff.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Clear and valid Texas driver's license

Experience:

- Minimum of one (1) year custodial experience or related experience

Special Knowledge/Skills:

- Demonstrated ability to read and interpret documentation such as safety procedures, operating maintenance instructions, and procedure manuals
- Demonstrated ability to operate cleaning equipment and lift heavy equipment
- Ability to speak, read, and understand English
- Effective planning and organizational skills
- Ability to manage personnel
- Basic computer skills to include knowledge of Microsoft Word, Outlook, Google, and Work order system
- Ability to perform responsibilities without direct supervision

Major Responsibilities and Duties:

1. Plan, organized, and scheduled custodial services at an assigned elementary school site and perform or lead the work of others in performing a variety of custodial tasks.
2. Trains and provides work direction to assigned staff; assists in the selection training of regular staff.
3. Leads and participates in routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes, and burnish floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
4. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empty waste receptacles; spots mops spills; removes gum, debris, and graffiti as needed.
5. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals.
6. Fills dispensers with paper supplies, soap, clean mirrors, tile, walls, and windows.
7. Picks up the paper and other debris from school grounds, walkways, and areas adjacent to school facilities; sweeps concrete surfaces adjacent to the school building.
8. Monitors inventory levels of custodial supplies; orders, receives, stores, and distributes instructional and custodial supplies and materials as directed.
9. Operates custodial equipment such as vacuums, mops, various floor machines, and other



equipment as assigned.

10. Replace light bulbs and ceiling tile; empty pencil sharpeners; clean/sanitize tables, chairs, and floors.
11. Moves and arranges furniture and equipment; prepares classrooms and other facilities for special events or meetings as assigned.
12. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed.
13. Maintains security of assigned areas according to established guidelines.
14. Reports safety, sanitary, and fire hazards to appropriate personnel; reports maintenance and repair needs to the appropriate department.
15. Participates in thoroughly cleaning and restoring campus facilities during summer clean, winter, and spring breaks.
16. Report to campus when called in emergency situations.
17. Report to campus administration and Custodial Field Supervisor any suspicious persons or activity on or around GISD properties.
18. Become familiar with the location and use of fire safety equipment.
19. Comply with all local/federal laws and regulations for the proper storage, use, and disposal of hazardous materials and waste.
20. Operate and maintain all district equipment professionally and safely in accordance with rules, regulations, and district and departmental policies.
21. Distribute ice melt on sidewalks when weather permits.
22. Ensure campus custodians are in uniform, which includes khaki/jeans, a GISD shirt, a badge, and slip-resistant shoes.
23. Provide facility security by assuming responsibility for securing all windows and doors and safeguarding access to facilities and keys.
24. Report any suspicious persons or activity on or around GISD properties to campus administration and the Custodial Field Supervisor.
25. Become familiar with the location and use of fire safety equipment.
26. Comply with all local/federal laws and regulations for the proper storage, use, and disposal of hazardous materials and waste.
27. Operate and maintain all district equipment in a professional and safe manner in accordance with rules, regulations, and district and departmental policies.
28. Monitor assigned areas, making sure custodians are completing their work assignments.
29. Maintain a cleaning schedule that will include cleaning, dusting, and/or vacuuming of floors, carpeting, walls, whiteboards, trashcans, windows, glass, furniture, equipment, and restrooms.
30. Keep school/building and grounds, including entryways, sidewalks, driveways, parking lots, and play areas, neat and clean.
31. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed from the Custodial Field Supervisor.
32. Advise custodial field supervisor when school or building requires a work order for a specific area/location.
33. Perform preventative maintenance on all custodial equipment. Operate all equipment according to established safety procedures.
34. Comply with the Texas Hazardous Communications Act, which includes emphasizing safety, storing, handling, labeling, and application of all chemicals.
35. Maintain a professional appearance at all times by wearing appropriate attire, which includes work pants with a GISD Custodial Services Department-issued shirt.
36. Regular attendance and punctuality at work are essential functions of the job.
37. Ability to demonstrate the following core values: trustworthiness, responsibility, respect, fairness, caring, and citizenship.
38. Participate in evaluations of campus custodians.



- 39. Ability to work at other campuses if required.
- 40. Manage coverage and clean-up for events during school hours and/or weekends.

Safety

- 41. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train custodians on proper and safe use of equipment and chemicals.
- 42. Ensure that established safety procedures are followed, including lifting and climbing.
- 43. Ensure that tools and equipment are operated, and chemicals handled according to established safety procedures.
- 44. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- 45. Follow established procedures for locking, checking, and safeguarding facilities.
- 46. Evaluate and recommend custodial supplies and equipment to be used.
- 47. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Ensure that maintenance is completed and equipment is in safe operating condition.
- 48. Conduct regular inventory of physical equipment and supplies, maintain accurate records, and order tools, equipment, and supplies as needed.

Other

- 49. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of custodians.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district wide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____