



**Job Title:** Custodial Pool

**Exemption Status/Test:** Non-Exempt

**Reports to:** Lead Custodian

**Date Revised:** January 2025

**Dept./School:** Custodial Services

**Pay Grade:** MT01

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**Primary Purpose:**

Assist in attaining District goals by providing effective and efficient custodial services to all GISD facilities. Follow routine cleaning procedures set by the Custodial Department to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent preferred
- Clear and valid Texas driver's license

**Experience:**

- Training will be provided

**Special Knowledge/Skills:**

- Ability to read and interpret documentation such as safety procedures, operating maintenance instructions, and procedure manuals
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to handle cleaning supplies properly
- Ability to climb ladders to reach bulbs and ceiling tile
- Ability to read and understand Safety Data Sheets (SDS)

**Major Responsibilities and Duties:**

1. Maintain a cleaning schedule that includes cleaning, dusting, and/or vacuuming floors, carpeting, walls, whiteboards, trash cans, windows, glass, furniture, equipment, and restrooms.
2. Keep school/building and grounds, including entryways, sidewalks, driveways, parking lots, and play areas neat and clean.
3. Remove and dispose of trash in the cafeteria every 30-45 minutes during breakfast and lunch serving times. (Day and mid-shift custodians)
4. Required to learn how to or be able to use all floor care equipment, chemicals, and tools used by the custodial department.
5. Assist in maintaining an inventory of cleaning supplies and equipment and
6. Responsible for requesting additional supplies as needed from the Lead Custodian.
7. Advise the Lead Custodian when the school or building requires a work order for a specific area/location.
8. Perform preventive maintenance on all custodial equipment.
9. Operate all equipment according to established safety procedures.
10. Comply with the Texas Hazardous Communications Act, which emphasizes safety in the storing, handling, labeling, and application of all chemicals.
11. Shovel snow and distribute ice melt on campus sidewalks when needed.
12. Required to maintain a professional appearance by wearing appropriate attire, including khaki or jeans pants, with a GISD Custodial Services Department-issued shirt, badge, and required slip-resistant shoes.
13. Regular attendance and punctuality at work are essential functions of the job.
14. Required to demonstrate the following core values: trustworthiness, responsibility, respect,

fairness, caring, and citizenship with all stakeholders.

15. Assists with the setup, breakdown, and cleaning after events if required.
16. Must work overtime to assist with call-ins on campus or other campuses if required.
17. Required to use and communicate on the radio with campus administration and staff.
18. Must distribute copy paper to designated areas if requested by office personnel if required.
19. Required to hang and take down flags and marquee.

### **Safety**

20. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on the proper and safe use of equipment and chemicals.
21. Ensure that established safety procedures are followed, including lifting and climbing.
22. Ensure that tools and equipment are operated and chemicals handled according to established safety procedures.
23. Address unsafe conditions in the work area, and if a condition cannot be corrected immediately, report it promptly to the supervisor.
24. Follow established procedures for locking, checking, and safeguarding facilities.

### **Inventory and Equipment**

25. Evaluate and recommend custodial supplies and equipment to be used.
26. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
27. Ensure that custodial assignments are completed and equipment is in safe operating condition.
28. Recommend replacement of existing equipment when necessary.
29. Conduct regular inventory of physical equipment and supplies and maintain accurate records.
30. Order tools, equipment, and supplies as needed.
31. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

None

### **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

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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 \_\_\_\_\_