



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Custodian - Lead

**Wage/Hour Status:** Non-Exempt

**Reports to:** Campus Principal/Custodial Head

**Pay Grade:** AU1 (8 Hrs, 248 Days)  
\*\$0.50 Differential

**Dept./School:** Campus

**Date Revised:** December 2024

### Primary Purpose:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds. Supervise campus custodians in absence of Head Custodian.

### Qualifications:

#### Education/Certification:

High school diploma, equivalent or GED preferred  
Valid Texas Driver's license

#### Special Knowledge/Skills:

Ability to understand and execute detailed written or oral instructions  
Knowledge of cleaning, maintenance, and safety procedures  
Ability to perform minor repairs  
Ability to properly handle cleaning supplies  
Effective organizational, communication, and interpersonal skills

### Experience:

None required – Leadership and knowledge of custodial work preferred.

### Major Responsibilities and Duties:

#### Custodial Management

1. Assign work to campus custodians and oversee completion according to district standards. Train custodians as needed.
2. Document all reports and observe building maintenance needs. Submit work orders for processing. Forward appropriate maintenance requests to designated school staff member for processing.

#### Cleaning

1. Implement and maintain established cleaning schedules including emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

#### Maintenance and Repair

1. Make minor building repairs as needed and report needed major repair to supervisor.
2. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
3. Assist in setting up facilities for regular and special events and move furniture or equipment within building as directed by principal.

#### Safety

1. Assume responsibility for opening and closing building 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.
2. Inspect machines and equipment for safety and efficiency.
3. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
4. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
5. Follow district safety protocols and emergency procedures.
6. Cover Special Events such as sporting events, property rentals (i.e. voting)

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to building custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Buffer, stripper, wet and dry vacuum cleaner, shampooer; 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 lbs. 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 emotion control under stress.

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

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Signature of acknowledgement indicates a receipt of aforementioned information.

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Employee Name (please print)

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Date

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Employee Signature

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Badge #