



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Head Custodian

Wage/Hour Status: Non-exempt

Reports to: Campus Principal/ Director of Custodial Services

Pay Grade: AU02, 248 days

Dept. /School: Assigned Campus

Date Revised: March 2025

Primary Purpose:

Responsible for on-site leadership of campus custodial staff to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds. Ensure all cleaning equipment and materials are maintained in a manner consistent with safe and efficient working practices.

Qualifications:

Education/Certification:

High school diploma or equivalent
Clear and Valid Texas Driver's license

Special Knowledge/Skills:

Ability to understand and communicate written and verbal instructions in the English language
Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Knowledge of minor repair techniques and building and grounds maintenance
Ability to manage personnel
Effective planning and organizational skills

Experience:

Three years custodial experience

Major Responsibilities and Duties:

1. Work cooperatively with principal to ensure a high standard of safety, cleanliness, and efficiency of building operations.
2. Establish and oversee work schedules for campus custodial staff. Make work assignments and arrange for substitute custodians as needed.
3. Provide training and orientation to all custodians related to cleaning procedures and the safe and proper use of chemicals and equipment.
4. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed and report major repair needs to supervisor
5. Direct the set-up of facilities for special events.

Safety

6. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train custodians on proper and safe use of equipment and chemicals.
7. Ensure established safety procedures are followed including lifting and climbing. Make sure tools and equipment are operated and chemicals handled according to established safety procedures.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to principal and/or supervisor.
9. Follow established procedures for locking, checking, and safeguarding facilities.
10. Follow district safety protocols and emergency procedures.

Inventory and Equipment

11. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Ensure maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
12. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

Other

13. Maintain uniform delivery records and communicate with uniform service personnel regarding changes.
14. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
15. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (TimeClock Plus, Extra-Duty pay, tardiness, and absenteeism).
16. Distribute workload (i.e., extra duties, B-plan, set-ups); complete duties as required by custodial office (i.e., custodial supply forms, update SDS book); enforce rules and regulations of programs; infectious disease, hazardous chemicals use and disposal, asbestos hazard awareness, and dust mop treatment.
17. Assist principal or designee in evaluation of other custodial crew.
18. Respond to any emergency that may arise, and assemble a crew to assist.
19. Make or assign to other custodial staff minor building repairs as needed.
20. Cover Special Events such as sporting events, property rentals (i.e. voting)

Supervisory Responsibilities:

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

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, shampooer, lawn mower, edger, and weed eater; 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 pounds 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 emotional 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.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #