



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Custodian

Wage/Hour Status: Non-Exempt

Reports to: Campus Principal/Custodial Head

Pay Grade: AU01 (Part-Time, 248 Days)

Dept./School: Campus

Date Revised: December 2024

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:

Minimum Education/Certification:

High school diploma or GED preferred

Special Knowledge/Skills:

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

Knowledge of minor repair techniques and building grounds maintenance to perform minor repairs

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

Effective communication, and interpersonal skills

Experience:

Knowledge of custodial work preferred

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 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. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

1. Assist with lunchroom set up, including arranging tables and chairs.
2. 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 principal.
3. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
4. Move furniture or equipment within building as directed by principal.
5. Assist in setting up facilities for special events.

Safety

1. 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.
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.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

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 of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #