



LIBERTY HILL ISD

Office of Human Resources

Job Description: Custodian, Campus & Custodian, District

Job Title: Custodian, Campus
Custodian, District

FLSA: Non-Exempt

Reports to: Custodial Supervisor

Funding Source: Local

Dept/Campus: Custodial Services

Pay Grade: 302 - Campus
303 - District

Date Revised: January 2024

Contract Term: 240 Days

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

Primary Purpose:

Performs general cleaning and maintenance in school buildings and grounds; maintains equipment in functional condition; and provides cleaning and custodial assistance to students, teachers, visitors and others as necessary.

Qualifications:

Completion of sufficient education or training to read, write, and follow verbal and written instructions.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of cleaning methods and procedures.
- Knowledge of minor repair techniques and building and grounds maintenance.
- Knowledge of recycling and composting waste materials.
- Knowledge of established safety procedures and techniques.
- Knowledge of applicable federal, state, and local laws, guidelines and procedures.
- Skill in cleaning and operating equipment such as but not limited to vacuum, buffers, leaf blowers, burnishers, autoscrubbers, carpet extractors, power tools and hand tools.
- Skill in mixing cleaning chemicals.
- Ability to read, write and follow verbal and written instructions in English is strongly preferred.
- Ability to work in collaborative team based environment
- Ability to describe orally or in writing cleaning, maintenance or repair problems as needed.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.

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- Ability to work above ground from ladders and automatic lifts.
 - Ability to perform work according to standard procedures and schedule set forth by supervisor(s).

Essential Functions:

- Checks and secures building at beginning and end of shift for the purpose of ensuring the safety and cleanliness of the building.
- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of building according to school district standards.
- Sweeps, mops, buffs, strips, and waxes floors.
- Cleans rugs, carpets, upholstered furniture, and blinds.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Removes graffiti, cleans glass areas.
- Coordinate moving furniture and equipment as required.
- Sets up and breaks down chairs, tables and equipment in meeting rooms, and functional rooms.
- Receives deliveries and assists in unloading trucks and storing supplies.
- Delivers supplies and materials to classrooms, bathrooms and other areas of the building.
- Empties waste baskets; picks up and removes trash and assists in recycling program.

Additional Duties:

- Performs general cleaning, and enters repair work on a work order form, particularly during school vacations and sends to area custodial supervisor for submitting.
- Assists parents and other visitors to school buildings with special events and programs.
- Performs other related tasks as assigned by supervisor.
- Report promptly to the lead, principal, or area supervisor, and director of facilities on any acts of vandalism, defects, or accidental destruction that may prove injurious to students and staff.
- Set-up for events required, including unlocking restrooms, place trash cans, and set side tables.
- Maintain inventory of supplies and equipment and order supplies per order schedule.
- Report promptly to the lead, principal, or area supervisor, and director of facilities on any acts of vandalism, defects, or accidental destruction that may prove injurious to students and staff.
- Set-up for events as required, including unlocking restrooms, place trash cans, and set side tables.
- Maintain inventory of supplies and equipment and order supplies per order schedule.

Equipment:

Uses hand tools of trade and related power equipment, including brooms, mops, floor cleaning and waxing machines, vacuum cleaners.

Safety Requirements

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- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
 - Wears appropriate safety gear, including masks and gloves.
 - Must comply with school district's chemical hygiene program and follow MSDS sheets.

Travel Requirements

Occasional travel between schools, or between schools and central office, may be required.

Physical and Mental Demands, Work Hazards

PHYSICAL & MENTAL DEMANDS:

- Stand and walk for extended periods of time.
- Stoop, bend, and climb frequently.
- Push and pull weighted objects and equipment.
- Use hands for repetitive functions such as grasping, kneading, or keying.
- Use hand and power tools/equipment (i.e., striping machine, vacuum cleaners, etc.) resulting in repetitive hand motions.
- Lift and carry up to 50 lbs. from floor to chest and overhead continually.
- Lift and carry up to 50 lbs. from floor to chest frequently.
- Lift and carry over 50 lbs. from floor to chest occasionally.
- May require additional working hours including weekends.

ENVIRONMENTAL FACTORS:

- Work is indoors in a climate-controlled building or outdoors on slippery or uneven walking surfaces.
- Work involves exposure to varied weather conditions for travel to multiple assigned buildings.
- Work near or with moving mechanical equipment.
- Work involves exposure to dust, toxic chemicals, and materials.
- Work involves interpersonal interactions within an educational environment.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____