



Para-Professional – Job Description

Job Title: Custodian (Substitute) **Pay Grade:** \$9.00 per hour

Reports To: Head Custodian/Fixed Assets & Custodial
Director of Support Services/ Principal **FLSA Status:** Non-Exempt

Dept./School: Assigned Campus **Minimum Duty Days:** NA

Primary Purpose:

To support campuses and departments with routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness levels, and efficiency of building operations and grounds. (As requested or contracted on a substitute or as needed basis)

Minimum Requirements:

- High school diploma, GED or
- Twelve (12) year combination in education and/or experience
- Educational qualifications may be waived pursuant to administrative regulations for internal applicants.

Special Knowledge/Skills:

- Treats all people with dignity and respect.
- Ability to communicate effectively and professionally with district employees and visitors.
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
- Knowledge of minor repair techniques and building and grounds maintenance.
- Ability to operate cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies.
- Ability to solve practical problems.
- Follow good business practices and provide detailed and accurate work.

Major Responsibilities and Duties:

1. Adheres to cleaning schedules for compliance with state and local regulations that will include cleaning of floors, chalkboard, wastebaskets, windows, furniture, equipment, and restrooms.
2. Maintains cleaning and disinfecting logs updated in clinics, special education self-contained classrooms, and areas where logs have been placed to track custodial activities.
3. Keep school building and grounds neat and clean, limited to sidewalks, driveways, parking lots, and play areas as it relates to trash pick up.
4. Complies with local laws and procedures for storage and disposal of trash.
5. Assists in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
6. Assists with lunchroom set up, limited to arranging tables and chairs.
7. Performs preventive maintenance to ensure the comfort, health, and safety of students and staff.
8. Regulates heat, ventilations, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
9. Makes minor building repairs as needed and report major repair needs to principal.

10. Moves furniture or equipment within building as directed by principal.
11. Assists in setting up facilities for special events.
12. Assists with opening and closing building each school day.
13. Follows established procedures for locking, checking, and safeguarding facilities.
14. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
15. Promotes safety and wears Personal Protective Equipment to perform job duties.
16. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Inspects machines and equipment for safety and operates tools and equipment according to established safety procedures.
18. Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Must be available to work during emergencies such as weekends, nights, holidays.
20. Demonstrates respectfulness by communicating effectively with fellow coworkers and staff to establish and maintain effective working relationships.
21. Maintain professional relationship with fellow coworkers and administrators.
22. Must participate in planned custodial staff development training sessions and relevant workshops.
23. Performs such other duties as may be assigned by principal/custodial director related to custodial duties.
24. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

None

Equipment Used:

Burnisher buffer, scrubber side to side, wet and dry vacuum cleaner, carpet extractor, rider floor machines, reel touchless cleaning machine, janitorial carts, hand trucks, dollies, electric drill and hand tools. Personal Protective Equipment (daily use) Safety belts, safety goggles, heavy duty gloves, dust mask, uniforms and I.D. tags.

Mental Demands/Physical Demands/Environmental Factors:

- Maintains emotional control under stress
- Works with frequent interruptions
- Regularly lift and/or move up to 25 pounds
- Frequently lift and move up to 50 pounds
- Occasionally lift and/or move up to 100 pounds
- Prolonged sitting, standing, and walking
- Use hands to handle or feel
- Reach with hands and arms above head
- Balance, stoop, kneel or crouch
- Hearing/speaking clearly and effective
- District/State wide travel
- Exposure to biological hazards
- Exposure to hot and cold weather conditions
- Working alone, day or night shifts
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date