



Job Description

Position Title:	Head Custodian-Floater		
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Reports to:	Custodial Supervisor	Pay Grade:	N07
Terms of Employment:	<ul style="list-style-type: none">• 240 days per year.• At-Will employment agreement.• Salary is in the pay grade N07 on the Non-Exempt SAISD Compensation Plan.• Entry hourly rate is \$18.50 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded.		

Position Summary

Supervise and perform the cleaning and maintenance of various assigned locations throughout SAISD as assigned by the custodial supervisor.

Essential Functions / Key Responsibilities

1. Work with Custodial Supervisor to plan for and implement effective cleaning strategies to maximize cleaning assistance to a greater number of schools.
2. Develop effective daily cleaning schedules for the Mobile Cleaning Team that include full service cleaning of floors, white/chalkboards, wastebaskets, windows, furniture, equipment, restrooms, offices, building grounds, cafeteria and gymnasium for assigned campuses.
3. Normal duty hours may vary according to the needs of the school district
4. Continue training and development of assigned custodians by modeling effective cleaning procedures and demonstrating proper use and care of all custodial supplies and equipment.
5. Maintain inventory of cleaning supplies and equipment and complete supply requests as needed.
6. Perform routine custodial tasks as a working supervisor.
7. Coordinate and effectively communicate with appropriate maintenance personnel to provide appropriate temperatures and ensure efficient use of fuel, water and electricity through the use of the computerized work order system.
8. Move furniture and equipment within the building as directed by supervisor.
9. Oversee procedures for locking, checking and safeguarding facilities.
10. Assume responsibility for securing all assigned buildings after normal business hours.
11. Check that exit doors, panic bolts and fire safety equipment are open and working properly during hours of building occupancy.
12. Operate tools and equipment according to established safety procedures
13. Correct unsafe conditions and report to Director/Custodial Supervisor hazardous conditions to be addressed by appropriate personnel.
14. Maintain reports, records and other documents applicable to the position
15. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.



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Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency)
- One (1) year of custodial experience and one (1) year custodial or maintenance supervisory experience OR Three (3) years of custodial experience
- Valid Texas driver's license with good driving record (meet and maintain liability coverage eligibility)
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Knowledge, Skills & Abilities

- Written and verbal communication skills
- Demonstrated job knowledge
- Demonstrated leadership ability
- Basic computer skills
- Knowledge of safety measures regarding use of standard cleaning chemicals

Working Conditions

Work Environment:

- Vehicles and related equipment: light truck or van
- Communication equipment: radio communication equipment
- Office equipment and tools: personal computer, printer, calculator, multi-line phone, copier, and fax machine
- Shop equipment and tools: Ladder, electric drill, small hand tools (screwdrivers, wrenches, hammers, sockets, pliers, crimpers, wire cutter, etc.)
- Custodial equipment and tools: electric and propane buffer, stripper, wet and dry vacuum cleaner, shampooer, mop and manual ringer, electric scrubbing machine
- Grounds equipment and tools: riding and power mower, gas powered weed trimmer, blower, garden and hand tools
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

Physical Demands/Requirements:

- Frequent: standing, walking, climbing (stairs, ladder, scaffold, or ramps), stooping, kneeling, crouching, crawling, pulling, pushing, reaching, hearing, speaking clearly and distinguishing colors
- Frequent: lifting, carrying and lowering light – under 15 lbs.
- Intermittent: lifting, carrying and lowering moderate – 15-44 lbs.
- Occasional: lifting, carrying and lowering heavy – 45 lbs. and over
- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.



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Supervisory Responsibilities / Direct Reports

- Supervise, motivate, and evaluate assigned custodial personnel

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____