



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Lead Custodian
REPORTS TO: Maintenance Coordinator
DEPT/SCHOOL: Maintenance Department

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: M3
DAYS EMPLOYED: 240
DATE REVISED: May 2024

PRIMARY PURPOSE:

To direct work assignments and supervise the performance of custodians thereby ensuring a clean, sanitary, hazard-free facilities and environments.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or equivalent preferred
- Valid Class "C" Texas driver's license

Special Knowledge/Skills:

- Effective communication and interpersonal skills
- Experience in supervising, training, and evaluating custodial/housekeeping personnel.
- Knowledge in use and care off all types of cleaning equipment.
- Skill in use of computers

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsible for the care, cleaning and preservation of all schools/facilities.
2. Maintain good attendance, safety, and driving records.
3. Perform work in a neat, orderly, and safe manner.
4. Prepare work schedules, special duty assignments, time reports, and other records as required.
5. Report employee absences to building principal/administrator.
6. Operate and care for custodial equipment and tools.
7. Provide on-the-job training for all custodians.
8. Supervise and evaluate all custodial staff. Initiate disciplinary action as needed.
9. Responsible for calling subs as needed for covering absences to insure facility needs are meet on time.
10. Provide direction and supervision necessary to assure effective and continuous custodial operations at campuses or buildings during holiday periods and summer months.
11. Perform and/or supervise the completion of assigned preventive maintenance tasks and any minor maintenance tasks necessary to assure the safety, comfort, appearance, and complete utilization of facilities.
12. Report all maintenance or repair needs of the facility to the Maintenance department, principal or head custodian.
13. Upgrade and maintain knowledge and skills appropriate to the duties of custodian through in-service and other district sponsored training opportunities.
14. Assist in maintaining facility grounds and parking areas.

15. Assist head custodians on maintaining an inventory of cleaning supplies and equipment.
16. Assist the maintenance coordinator in scheduling and assigning extra duty time for custodians as needed.
17. Assist head custodian in developing and maintaining a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
18. Be flexible with hours in case a need to cover a shift comes up or for any after hour issues.
19. Perform other duties as assigned.

EQUIPMENT USED:

- Floor buffer
- Stripper
- Wet and dry vacuum cleaner
- Electrical drill
- Shampooer
- Lawn mower
- Edger, weed eater, leaf blower
- Water blaster
- Other tools common to house cleaning

WORKING CONDITIONS:

Mental Demands:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to communicate effectively
- Ability to read and understand directions as required to perform the duties of conveying instructions for cleaning, maintenance, and safety procedures
- The employee must be able to meet deadlines with severe time constraints

Physical Demands/Environment Factors:

- While performing the duties of this job, the employee is regularly required to stand and walk
- Use hands and fingers to handle, or feel objects, tools, or controls
- The employee frequently is required to reach with hands and arms
- The employee is occasionally required to sit
- The employee frequently must squat, stoop, or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climb on to ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks
- Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture
- The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines
- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors
- The employee will work near or with moving mechanical equipment
- The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job
- The noise level in the work environment is usually moderate
- Continue campus disinfecting and cleaning during districtwide closures.

Other:

Ability to establish and maintain effective working relationships with students, staff and the community; Ability to perform duties with awareness of all district requirements and Board of Education policies

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Manual Trades Personnel.

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

Approved by

Date

Reviewed by

Date

Employee Signature _____ Date Received _____