



## SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

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**JOB TITLE:** Head Custodian  
**REPORTS TO:** Campus Principal or Supervisor  
**DEPT/SCHOOL:** Assigned Campus or Building

**WAGE/HOUR STATUS:** Non-Exempt  
**PAY GRADE:** M2  
**DAYS EMPLOYED:** 240  
**DATE REVISED:** July 2020

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### **PRIMARY PURPOSE:**

To direct work assignments and supervise the performance of assigned custodians thereby insuring a clean, sanitary, hazard-free facility and environment.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- High School Diploma or equivalent preferred

#### **Special Knowledge/Skills:**

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

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Responsible for the care, cleaning and preservation of assigned school/facility.
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 assigned custodians.
8. Supervise and evaluate assigned custodial staff. Initiate disciplinary action as needed.
9. Secure and maintain security of assigned areas/facilities.
10. Provide direction and supervision necessary to assure effective and continuous custodial operations at the assigned campus 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 assigned facilities.
12. Report all maintenance or repair needs of the facility to the head custodian, principal or administrator.
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. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
16. Assist visiting public utilizing the facility with directions within the building or in obtaining and setting up needed equipment and/or material.

17. Assist the maintenance supervisor in scheduling and assigning extra time for custodians.
18. Develop and maintain a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
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

**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.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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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.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Received \_\_\_\_\_