SEGUIN INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE:	Custodian		
REPORTS TO:	Campus Principal or Supervisor	PAY GRADE:	Auxiliary
DEPT / SCHOOL:	Assigned Campus or Building	DAYS EMPLOYED:	240
EXEMPTION:	Non- Exempt	DATE REVISED:	Oct. 2026

Primary Purpose:

Insure a clean, sanitary, hazard-free facility and environment

Qualifications:

Education/Certification:
High School Diploma or equivalent preferred

Experience/Other Requirements:
Effective communication and interpersonal skills
Knowledge in use and care off all types of cleaning equipment; Aptitude for acquiring knowledge of custodial techniques and performing custodial operations

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. Assume the responsibility, when assigned, for opening and closing the building each day.
6. Operate and care for custodial equipment and tools.
7. Maintain a cleaning schedule under the direction of the head custodian that will include cleaning of floors chalkboards, wastebaskets, windows, furniture, equipment, and rest rooms.
8. Keep the building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
9. Secure and maintain security of assigned areas/facilities.
10. Observe and inform the head custodian, principal, or building administrator of safety hazards.
11. Comply with local laws and procedures for the storage and disposal of trash.
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. Inspect machines and equipment for safety and efficiency.
15. Assist the head custodian in maintaining an inventory of cleaning supplies and equipment and in ordering 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. Move furniture or equipment around the facility as directed.
18. Clean and preserve designated spaces, and equipment. Restock disposable items as needed.
19. Report to work on time every day.

20. Perform additional duties and accepts other responsibilities as may be assigned.
21. Alternative methods of performing your duties.

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).

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 _____