

# United Independent School District

## Department of Human Resources

### LEAD CUSTODIAN – HIGH SCHOOL

#### Campus / Department Assignment

**Primary Purpose:**

Provide students with a sanitary, attractive, comfortable, hygienic and efficient place in which to learn, play, and develop.

**Educational Qualifications:**

- Valid Texas Driver's License (submit copy with application)
- Must be able to follow written and verbal instructions in English and/or Spanish
- Must be dependable and punctual
- Must be able to maintain good relationship with administration, students, faculty, and the public
- Must be able to demonstrate good leadership skills towards his subordinates
- Must possess prior experience in the field of custodial services, including, but not limited to, thoroughly operating cleaning and disinfecting machinery such as floor-care machines, sanitization sprayers, landscaping equipment, as well as power tools
- Must be able to operate a computer for basic tasks such as sending/receiving electronic correspondence or printing timecard reports

**Major Responsibilities and Duties:**

1. Supervises and coordinates activities of all assigned custodians, including time schedules, distribution of cleaning areas, safekeeping of supply and materials, and safety when performing job tasks
2. Assists assigned campus/department employee in charge of timekeeping with verification of time in/out, absences, modification of schedules, or any other timekeeping discrepancy of custodial staff
3. Assist campus/department administration in the delegation or modification of any custodial duties
4. Maintains safe custody of all custodial supplies and machinery while performing periodical inventory of such items
5. Maintains and safe and hygienic environment in all custodial closets, sinks, drains, rooms in a clean, neat, and orderly fashion
6. Performs daily inspection of campus/department building's HVAC systems
7. Must be available 24 hours a day/7 days a week for any emergencies as communicated by campus/department administrator.
8. Must be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
9. Regular and reliable physical attendance is an essential job responsibility unless instructed to work from home by supervisor.
10. Assist in maintaining a safe and healthy work environment at the assigned campus/department.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

11. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
12. Perform other tasks and assume other responsibilities as may be assigned by campus/department supervisor. All employees are expected to comply with lawful directives.

**Lead Custodian (continued)****Working Conditions:**

Reading; ability to understand verbal instructions. Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces/ work on ladders; work alone.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Terms of Employment:**

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$14.80 / hour
Pay Grade:	4
Minimum Work Days:	260 / 262
Months:	12

**Date Last Revised:** 03/22

*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 skill that may be required.*