

# CUSTODIAL DEPARTMENT

## EXPECTATIONS 2020-2021

- Follow work directives, job schedules and assignments given by Head Custodian and Assistant Head Custodian. Staff are expected not to change assignments unless approved by Head Custodian, Assistant Head Custodian or Coordinator;
- In the absence of Head Custodian, follow work directives and assignments provided by Assistant Head Custodian or Coordinator;
- Staff are expected to work their assigned work areas only; unless re-assigned by Head Custodian or Assistant Custodian or circumstances require assistance in another area/s;
- Day custodians are expected and required to report to Head Custodian and/or Assistant Head Custodian daily prior to leaving for the day to report daily activities, and status information and reports;
- At all times, request and obtain prior approval from Head Custodian/Coordinator before working extended or overtime hours;
- Staff are expected to be flexible when asked to work outside of normal work schedule - this includes Summer Project Months;
- If campus/department custodial staff is not able to work special projects, activities, or assignments, then the Head Custodian and Assistant Head Custodian will be expected to work those assignments;
- Staff are expected to follow professional ethical conduct, practices and performance, and treat co-workers, staff, students, community professionally and respectfully;
- Staff are expected to be professional and not engage or participate in gossip;
- Staff is expected to wear district uniforms and badge at all times during school year. Campus Head Custodians have the discretion to allow staff to wear non-uniform appropriate attire during Summer Project Months or during special District-Wide Events;
- Staff are expected to follow punctual and consistent attendance at work which is a fundamental requirement of your employment at East Central ISD per ECISD Employee Handbook;
- Excessive absences and repeated tardiness in reporting for duty can result in the termination of your employment per ECISD Employee Handbook;
- If running late or unable to report to work, always call AND email to inform:
  - Head Custodian / Assistant Head Custodian
  - Elaine Taylor, Custodial Coordinator; (210) 634-6190; elaine.taylor@ecisd.net
  - Zoe Tarin, Secretary; (210) 634-6251; zoleade.tarin@ecisd.net
- Staff are expected and required to attend District Welcome Back and other school-related events; if unable to attend, must obtain prior approval from Head Custodian/Coordinator;

- Cell phone use at work should not interfere with job performance and duties and should be limited to emergency needs only and should not be abused;
- Staff are required to participate in District-Wide Safety Trainings, as directed;
- Staff are expected to practice safe work practices and use protective equipment and handle chemicals, furniture, equipment and supplies safely and appropriately;
- Staff are expected and required to read SDS sheets and Safety newsletters;
- All items/materials found, will be given to Lead / Head / Assistant Head Custodian for reporting to Campus Administration.
- No district property (including lost and found or other items found in trash) will be removed from district campus for personal/other use.
- Staff must report an accident or incident immediately to Head Custodian and/or Assistant Head Custodian, or Coordinator;
- Staff is given two (2) fifteen minutes breaks during the eight-hour work shift. These breaks must be taken at the time indicated on the work schedule and cannot be taken in combination with lunch periods or before and after work. Break times may not be changed without prior approval from your supervisor, per ECISD Employee Handbook;
- Staff is given one (1) thirty minute lunch break during the eight-hour work shift. Lunch break must be taken during the eight-hour work shift;
- Staff are expected to read and comply with administrative, department and district directives, policies, procedures and ECISD Employee Handbook;

I have received, read and acknowledge the Custodial Department Expectations 2020-2021 and will comply as directed. Failure to comply with custodial expectations, ECISD Employee Handbook, policies, procedures, and directives from Head Custodians / Assistant Head Custodians / Coordinator could result in disciplinary action leading up to reassignment and/or termination of my employment with ECISD.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Date: \_\_\_\_\_