

Custodian
Job Description
TULOSO-MIDWAY ISD

Job Title: Custodian

Wage/Hour Status: Hourly

Reports to: Head Custodian

Date Revised: 11/2/2020

Dept./School: Maintenance

Primary Purpose:

Performs cleaning duties for the purpose of maintaining of an attractive, sanitary and safe facility; providing adequate arrangements for meeting, room activities and events, and minimizing property damage, equipment loss and/or liability exposures.

Qualifications:

Education/Certification:

None.

Special Knowledge/Skills:

Able to climb ladders, strenuous walking.

Ability to receive oral instructions from supervisors.

Ability to operate equipment with 10-25 pounds of force frequently.

Ability to move objects up to 10 pounds of force constantly.

Must be able to lift in excess of 50 lbs.

Experience:

None.

Major Responsibilities and Duties:

1. Conserves energy by turning off lights in areas not in use to ensure economical usage of electricity.
2. Keeps the school building and grounds, including mats, sidewalks, driveways, parking lots and play areas, neat and clean. May use blower in areas.
3. Follows procedures for storage and disposal of trash (regular, recyclable and other trash) and transport to designated areas.
4. Complies with Material Safety Data Sheets when using chemicals.
5. Complies with Tuloso-Midway ISD and department procedures and policy manuals.
6. Wears personal protective equipment and follows safety procedures.
7. Follows oral instructions and completes special duties as assigned.
8. Understands that they may be assigned at times not normally worked to meet the needs of the District.
9. Takes breaks in designated areas at assigned times.

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10. Scrub, strip, polish floors, spray buff and vacuum with floor machines.
11. Shampoo carpets and mats as directed.
12. Clean walls, ceilings, floors, windows as directed.
13. Clean lockers and change locker combination as directed.
14. Change light bulbs and ceiling tiles as needed.
15. Attend in-service training for the purpose of receiving information on new and/or improved procedures.
16. Clean assigned school facilities for the purpose of maintaining a sanitary, safe and attractive environment.
17. Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
18. Inspect school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition and/or safe and cleanliness, and identifying necessary repairs due to vandalism, equipment breakage, weather condition, etc.
19. Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
20. Respond to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functional educational environment.
21. Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to the District.
22. Makes minor maintenance repairs which may include adjusting desks, chairs, minor equipment repairs, clears clogged drains and commodes, repairs door parts, pencil sharpeners, etc. Vacuum water from floors due to water spillage.
23. Operate various types of equipment and machinery which may include buffer, automatic floor machines, back pack vacuums, wet and dry vacuums, commercial vacuums, buckets, wringers, carts, hand trucks, blowers, extractors, washing machines, dryers, lifts, ladders, tools, product, chemicals and supplies.
24. Other duties assigned.

Supervisory Responsibilities:

None

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Equipment Used:

All equipment used to maintain a building.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching. Work outside and inside; work on ladders and scaffolding. Exposure to slippery or uneven walking surfaces. Able to lift or pull. Physical demand requirements are in excess to those for light work.

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 skills that may be required.