San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Custodian Coordinator	**Exemption Status:**	Non-Exempt
Reports to:	Director of Maintenance	**Pay Grade:**	06
Works with:	Maintenance Personnel	**Days:**	260
Dept./School:	Maintenance Dept.	**Date Revised:**	7/29/2020

Primary Purpose:

The Custodian Coordinator works under the direct supervision of the Director of Maintenance, coordinates the routine cleaning and maintenance procedures necessary to maintain a high standard of safety, security, cleanliness, and efficiency of the building operations and grounds; as well as monitors the performance and deficiencies of custodial staff.

Prerequisites:

- High School Diploma or GED; and
- Valid Texas Driver's License insurable with San Benito CISD insurance carrier and a good driving
- Minimum of three years' experience in supervision of custodial staff

Special Knowledge/Skills:

- Knowledge of plant operations, cleaning methods and procedures, minor repairs, security, heating and ventilations, and grounds maintenance.
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to operate cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies

Major Responsibilities and Duties:

1. Supervises and directs the work of custodians at all districts facilities to insure a standard cleanliness is maintained throughout the district.
2. Assumes responsibility for insuring the security, safety, organization and cleanliness of all SBCISD properties.
3. Provides training and instruction to new and existing employees on all facets of custodial services, procedures and systems.
4. Ensures the proper and efficient use of custodial supplies and equipment.
5. Provides minor maintenance and repairs custodial equipment and/or evaluates the need for new equipment replacement.
6. Performs regular building inspection and reports conditions to proper authority.
7. Comply with district policies, as well as state and federal laws and regulations.
8. Adhere to the district's safety policies and procedures.
9. Delivers items from the warehouse shipping tickets to appropriate repair stations.
10. Picks up and delivers broken equipment to appropriate stations.
11. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, and shampooer.

Posture: Moderate standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting, work in tiring and uncomfortable positions.

Motion: Frequent district wide travel

Lifting: Ability to lift and/or carry moderate weight (15-44), often, sit, stand, walk, climb stairs, ladders, and ramps, balance, stoop, kneel, crouch, push, pull, reach, repetitive hand motions, speak, maintain visual acuity, and drive vehicle. Ability to work outside and inside, sunlight, temperature and humidity extremes. extreme vibration and noise, slippery and/or uneven surfaces, subject to chemical and biological exposure, work around moving machinery and equipment, work around electrical power supply and hazards associated with the welding profession.

Environment: Ability to operate hand and power tools and work in tiring and uncomfortable positions. Work Outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding, and around machinery With moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals.

Mental Demands: Ability to read, concentrate (verbally and written), interpret (directives and data), reason, differentiate, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____