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: Lead Custodian
Exemption Status: Non-Exempt
Reports to: Director of Maintenance
Pay Grade: 04
Works with: District Personnel
Days: 260
Dept. /School: Assigned Campus
Date Revised: 08/04/2020

Primary Purpose:

The Lead Custodian, 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
- Two years' experience in custodial services.

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. Works closely with custodial staff to train them in the proper use of materials and equipment.
2. Establishes procedures for locking, checking, and safe guarding facilities.
3. Keeps the director informed of defective or unsafe plant conditions.
4. Handles emergencies and performs other assignments directed by the director.
5. Keeps the building clean, sanitary and comfortable during duty hours.
6. Sets up tables and equipment for meetings or assemblies as required.
7. Improves the appearances of buildings by keeping them clean and orderly.
8. Keeps department building and grounds, including sidewalk, driveways, parking lots, neat and clean.
9. Follows procedures for locking, checking and safe guarding facilities.
10. Helps prevent property loss that may be caused by abuse, freezing, neglect or careless usage.
11. Practices economy by turning off all utilities when not needed, and practices "preventive maintenance" by keeping all door stops, lock, etc. in serviceable condition.
12. Keeps floors clean, waxed, and buffed as scheduled.
13. Keeps restroom fixtures, hardware, tile, mirrors, etc. clean and replenishes supplies as needed.
14. Cleans door facings and washes windows as scheduled.
15. Attends custodial training and/or in service session.
16. Reports any damage or maintenance needs to proper authority.
17. Keeps light bulbs and tubes replaced.
18. Follows daily duty schedule as assigned.
19. Operates tools and equipment according to established safety procedures.

20. Follows established safety procedures to perform job duties.
21. Moves furniture or equipment as required.
22. All other duties as assigned.

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 _____