



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Custodian

Exemption Status/Test: Nonexempt

Reports to: Lead Custodian/Director of Facility Services

Pay Grade/Days:

Dept./School: Assigned Campus

Date Revised:

PRIMARY PURPOSE:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS:

Education/Certification:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Knowledge/Skills/Abilities:

Knowledge of basic techniques of minor repairs and building and grounds maintenance

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

Experience:

Maintenance or Operations background preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school buildings and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

5. Assist with a lunchroom set up, including arranging tables and chairs.
6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
8. Make minor building repairs as needed and report major repair needs to the principal.
9. Move furniture or equipment within the building as directed by the principal.
10. Assist in setting up facilities for special events.



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Safety

11. Assist with opening and closing buildings each school day.
12. Follow established procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

EQUIPMENT USED:

18. Uses buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater

Mental Demands/Physical Demands/Environmental Factors:

Physical Demands: 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 ladder; work alone

Mental Demands: Reading; ability to understand verbal instructions; ability to understand and communicate with staff

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____