



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Head Custodian

Exemption Status/Test: Nonexempt

Reports to: Director of Facility
Services/Principal

Pay Grade/Days: MN05/240 days

Dept./School: Assigned Campus

Date Revised: December 2023

PRIMARY PURPOSE:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS:

Education/Certification:

None.

Knowledge/Skills/Abilities:

Ability to understand and execute detailed written or oral instructions
Knowledge of cleaning, maintenance, and safety procedures
Ability to perform minor repairs
Ability to properly handle cleaning supplies
Effective organizational, communication, and interpersonal skills

Experience:

5 years experience in custodial services

MAJOR RESPONSIBILITIES AND DUTIES:

Custodial Management

1. Assign work to campus custodians and oversee completion according to district standards. Train custodians as needed.

Cleaning

2. Implement and maintain established cleaning schedules including emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
3. Keep the school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
4. Comply with local laws and procedures for storage and disposal of trash.
5. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Maintenance and Repair

6. Make minor building repairs as needed and report needed major repairs to the supervisor.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.



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8. Assist in setting up facilities for regular and special events and move furniture or equipment within the building as directed by the principal.

Safety

9. Assume responsibility for opening and closing buildings each school day. Check daily to ensure all exit doors are open and all panic bolts are working properly during hours of building occupancy. Ensure procedures for locking, checking, and safeguarding facilities are followed.
10. Inspect machines and equipment for safety and efficiency.
11. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
12. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to building custodians.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, shampooer, lawn mower, edger, and weed eater; small hand tools; small power tools

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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: _____