

FABENS INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Custodian

REPORTS TO: Campus Principal if assigned to a school or Security Supervisor, Security Dept. if assigned to Security Cross Guard

DEPARTMENT: Assigned Campus

PRIMARY PURPOSE:

The Custodian will follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS:

Minimum Education/Certification

- None

Special Knowledge/Skills

- Ability to operate safety equipment
- Ability to operate cleaning equipment and lift heavy equipment and cleaning supplies
- Knowledge of the basic techniques of minor repairs for buildings and grounds
- Ability to follow written and verbal instructions in regards to job assignments; district and industry standard safety procedures; and/or district policies and procedures
- Ability to communicate effectively

Minimum Experience

- Experience in this position (*preferred*)

MAJOR RESPONSIBILITIES AND DUTIES:

1. Keeps the school building and grounds, including sidewalks, driveways, and play areas neat and clean.
2. Maintains a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.
3. Assumes the responsibility of opening and closing the building each school day.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Regulates heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water, and electricity.

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MAJOR RESPONSIBILITIES AND DUTIES (cont'd) :

6. Develops and maintains a cleaning schedule that will include the cleaning of floors, chalkboards, facilities, windows, furniture, and equipment.
7. Complies with local laws and procedures for the storage and disposal of trash.
8. Makes minor building repairs as needed and reports major repairs needed to the maintenance supervisor or principal.
9. Makes minor building repairs as needed and reports major repairs needed to the maintenance supervisor or principal.
10. Maintains the lawn, shrubbery, and playground.
11. Maintains the stadium, if applicable.
12. Maintains an inventory of cleaning supplies and equipment and orders additional supplies as needed.
13. Moves furniture or equipment within the building as directed by the maintenance supervisor or principal.
14. Attends in-service meetings and other appropriate meetings.
15. Keeps informed of and complies with local, state and district policies and regulations concerning primary job functions.
16. Strip and Wax floors
17. Perform other appropriate duties, as assigned.

SUPERVISORY RESPONSIBILITIES:

None

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month school year. Salary and workdays to be determined by the Board of Trustees.

EVALUATION:

Performance of the job will be evaluated in accordance with provisions of the board's policy on personnel evaluations.

These statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

**Employee
Signature:** _____

Date Received: _____