

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CUSTODIAN

Wage/Hour Status: Nonexempt

Revised: 11-07-12

QUALIFICATIONS:

- Certification of good health signed by licensed physician when required
- Demonstrates aptitude for successful completion of assigned tasks
- Must be able to read and write English
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Head Custodian / Custodial Supervisor / Building Principal or Supervisor

JOB GOAL:

- To provide students with a safe, attractive, comfortable, clean, and efficient place to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

- Works individually, in small groups, and with entire crew in maintaining attractive appearance of school buildings.
- Maintains current knowledge concerning the proper use of cleaning agents as prescribed by the Director of Housekeeping.
- Maintains current knowledge and skills concerning the care and use of cleaning equipment provided by the district.
- Does general cleaning to include sweeping, vacuuming, dusting, scrubbing, mopping and waxing of all floor areas.
- Does complete restroom maintenance involving commode, urinals, fixtures, and floors. Scrubs and disinfects restroom floors daily.
- Cleans windows, doors, walls, chalkboards, drinking fountains, removes trash, sets up and breaks down cafeteria tables.
- Keeps building, sidewalks, driveways, and play areas neat and clean at all times.
- Maintains walks, driveways, parking areas, steps, and all other assigned areas of the building to include watering, picking up litter in accordance with high standards of safety.
- Ensures that all exit doors are open and all panic hardware is in operating condition during hours of building occupancy.
- Sweeps classrooms, dusts furniture, and disposes of trash on a daily basis.
- Cleans halls a minimum of once daily and more often as conditions require.

- Maintains restrooms in a clean and neat condition by cleaning a minimum of once daily and conducting occasional checks several times daily.
- Washes all windows on both sides.
- Makes minor building repairs commensurate with skill limitation.
- Informs the principal or director of major repair needs.
- Reports instances of property damage to the principal or director.
- Assumes primary responsibility for the opening and closing of the building each school day.
- Assumes primary responsibility for building security during periods of building non-use.
- Keeps an inventory of supplies and equipment and requisitions replacements as necessary.
- Moves furniture or equipment within building as required by the principal or director.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Some heavy lifting may be required.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.
- Maintains open communication with faculty, peer, and supervisory personnel.
- Works in harmony with peers.
- Supports administrative policy and ethical conduct under policy DH, District Policy Manual.
- Maintains a sincere, friendly attitude toward students.
- Performs all other duties as assigned.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.