

**Killeen Independent School District
Job Description**

Job Title: Custodian
Reports To: Lead Custodian/Campus Administrator
FLSA Status: Non-exempt

SUMMARY:

Keeps premises of school or other assigned district buildings in a clean and orderly condition. Keeps assigned buildings, classrooms, office spaces, etc., in clean and orderly condition. Performs custodial tasks in the care of floors, furniture, walls, and equipment. Performs minor building and grounds maintenance, general gardening work, and operates small, power custodial.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains the proper display of the flags.

Maintains signage on campus marquee as specified by principal/administrator.

Establishes procedures for locking, un-locking, checking, and safeguarding facilities.

Checks daily to ensure that all exit doors are locked/unlocked as needed. Ensures exit doors are not left propped open.

Monitors hallways, stairways, and restrooms for adequate cleanliness, replenishes restroom supplies, clean entranceways, windows, and mats as needed throughout the day.

Properly operate all custodial cleaning equipment and use chemicals per manufacturer's guidelines in a safe and proper manner.

Monitors cafeteria during breakfast and lunch periods, provides cleaning supplies for the use of the school nutrition staff, and assists them in the sweeping and spot mopping of floors.

Use scrubbing machine daily to properly clean cafeteria floor after all lunch periods is finished.

Cleans applicable classrooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, water fountains, trophy cases, cafeterias, and other areas throughout building.

Check/change air purifier filters by sliding filter out of machine, rinse, dry it off and put back in. If the filter is unserviceable, replace it, there should be extra at the campus. If no extra, notify an administrator or Lead Custodian.

Sweeps, scrub, mop, burnish, and wax, floors. Dust furniture and building areas aa necessary.

Clean walls, ceiling, lightbulbs, windows, door panels, light fixtures, sills, etc.

Empties and place liners in wastebaskets, polishes metalwork.

Transports trash and waste to disposal area. Clean-up vomit, body fluids etc.

Shovels snow/ice. Sprinkles salt/sand on icy walkways/stairs.

Sets up/take down tables and chairs in cafeteria, gymnasiums, and other areas.

Cleans and vacuums rugs, carpets, mats, upholstered furniture, and draperies.

Responsible for receiving and distributing deliveries. Answers all "radio calls".

Maintains office area, including teachers' lounge, clinic floors, wastebaskets, restrooms, etc.

Replaces lamps and ceiling tiles that can be safely reached on a 6ft. ladder.

Monitors/remove trash and debris of outside perimeter of main building to the curbs.

Removes trash and debris from parking lots and other outside facilities as needed.

Moves furniture or equipment within the building/portables as directed by supervisor or administrator.

Follows all safety codes, directives, district policies and standards.

Performs such other tasks as may be assigned by the Lead Custodian, Foreman, Principal or Administrator.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE:

Less than high school education, high school diploma, or General Education Degree (GED).

LANGUAGE SKILLS:

Ability to read and comprehend instructions in English, short correspondence, and memos.
Ability to write correspondence in English. Ability to effectively present information in one-on-one and small group (situations to other employees of the organization).

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers, and to multiply, and divide.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building and grounds maintenance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift/move up to 50 pounds, and occasionally lift/move up to 100 pounds. The employee may work on ladders and work alone. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet/humid conditions, hot/cold temperatures, toxic or caustic chemicals, dust, and risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Revised Date: October 2022

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