

## **Killeen Independent School District Job Description**

**Job Title:** Field House Custodian  
**Department:** Athletics  
**Reports To:** Campus Athletic Coordinator  
**FLSA Status:** Non-exempt

### **SUMMARY**

Keeps high school campus field house in clean and orderly condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintains a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.

Establishes procedures for locking, checking, and safeguarding facilities.

Regulates heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water, and electricity.

Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Develops and maintains a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and rest rooms.

Launders, dries, folds, and sorts athletic uniforms.

Keeps the buildings and grounds neat and clean. This includes sidewalks, driveways, parking lots, and play areas, if applicable.

Observes and informs supervisor of safety hazards.

Complies with local laws and procedures for the storage and disposal of trash.

Makes minor building repairs as needed and reports major repairs needed to the field house trainer.

Inspects machines and equipment for safety and efficiency.

Maintains and inventories cleaning supplies and equipment and orders additional supplies, as needed.

Moves furniture or equipment within the buildings as directed by the trainer.

Follows all safety codes and standards.

Issues supplies and equipment.

Submits requests for repair of cleaning equipment.

Requisitions or purchases cleaning supplies and equipment.

Performs such other tasks as may be assigned by the Campus Athletic Coordinator or principal.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), and three to twelve months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

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

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES** Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, weed eater, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; 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 occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; 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 By:** John Paradice, Auxiliary Personnel Specialist  
**Revised Date:** October 3, 2000  
**Revised By:** Tom Schatte, Professional Standards Administrator  
**Revised Date:** August 16, 2004

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.