Cedar Hill Independent School District
Job Description

Job Title:	Custodian	**Wage/Hourly Status**:	Nonexempt
Reports To:	Director, Maintenance & Energy Management	**Pay Grade:**	AUX1
Dept. /School:	Assigned Campus	**Number of Days:**	260
Funding Source:	Local		

Primary Purpose:
Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:
Special Knowledge/Skills
Knowledge of basic techniques of minor repairs and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment (up to 75 lbs)
Ability to properly handle cleaning supplies
Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Experience
None Required

Major Responsibilities and Duties
- Maintain a program of preventive maintenance to ensure the comfort, health, and safety of students, and staff.
- Assume the responsibility for opening or closing the building each school day.
- Establish procedures for locking, checking, and safeguarding facilities.
- Regulate heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water, and electricity. Make sure all lights are turned on/off during your shift.
- Check daily to ensure all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Develop and maintain a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
- Keep the school building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
- Observe and inform supervisor of safety hazards.
- Comply with local laws and procedures for the storage and disposal of trash.
- Make minor building repairs as needed and report major repairs needed to the principal.
- Inspect machines and equipment for safety and efficiency
- Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
- Move furniture or equipment within the building as directed by the principal.
- Follow all safety codes and standards.
- Make sure all furniture is setup/taken down from events.

Equipment Used:
Uses buffer, stripper, wet and dry vacuum cleaner, shampoo machine, floor machines

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors
- **Tools/Equipment Used:** Reading; ability to understand basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.

- **Motion:** Demonstrate good physical dexterity and have the ability to perform manual tasks and body movement including strenuous walking, standing, carrying and/or climbiing, reaching, stooping, and bending.
- **Lifting:** Occasional light lifting and carrying up to 90 pounds.
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise, risk of injury, dust, toxic chemicals, slippery or uneven walking surfaces, work on ladders, work on top of and underneath single story and multi-story buildings, able to work alone,and district-wide travel. Ability to work appropriately with others in close proximity.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature