



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title:	Assistant Head Custodian High School	Pay Grade: 404
Reports To:	Custodial Supervisor/Head Custodian/Principal/ Assistant Principal	Terms of Employment: 239
Exemption Status: Non-Exempt		

Primary Purpose:

The primary duty of this position is to assist the head custodian in keeping and maintaining the campus clean and that all the custodial duties are carried out.

Qualifications:

Education/Certification/Requirements:

- High school diploma/equivalent or higher
- Valid Texas Operator's License

Special Knowledge/Skills:

- Physically able to lift 20 - 100 pounds
- Demonstrate ability to effectively communicate with district employees

Experience:

- Previous school or two (2) years of custodial experience

Major Responsibilities and Duties:

1. Assists and/or performs all duties as described on the custodian's job description.
2. Supervises all custodial staff assigned to campus.
3. Assists in assignments, scheduling, and training of custodial staff.
4. Assists in evaluating the performance of custodial staff.
5. Demonstrates punctuality and dependability.
6. Works and cooperates with fellow workers.
7. Assists in monitoring the time records of all assigned personnel.
8. Assists in planning and overseeing all custodial work.
9. Upholds and adheres to safety rules and policies of the SISD safety program.
10. Supports the goals and objectives of the school district and follows all district policies.
11. Demonstrates the ability to attend work on a regular and routine basis in order to avoid disruption to district operations.
12. Performs any other duties as assigned by the appropriate supervisor.
13. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to understand verbal instructions

ADOPTED: 8-7-90

AMENDED: 11-6-90, 3-2-93, 3-28-13, 10-5-16, 10-23-17, 9-25-19

Assistant Head Custodian High School

Physical Demands/Environmental Factors: Strenuous walking, standing, and/or climbing; heavy lifting and carrying; Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces; work on ladders; work alone

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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