



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Head Custodian K-5

Pay Grade: 404

Reports To: Designated Administrator

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary duty of this position is to make sure that all the custodial duties are carried out by all custodians in order to maintain a clean and safe school.

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 and general public

Experience:

- Minimum of three (3) years custodial experience

Major Responsibilities and Duties:

1. Assists in scheduling and training custodial staff.
2. Performs, as needed, all duties identified on the custodians job description.
3. Monitors the time cards of all assigned custodial employees.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Assists in evaluating the performance of the custodial staff.
6. Demonstrates punctuality and dependability on the job.
7. Works and cooperates with fellow workers.
8. Performs special duties for teachers and others as directed by the Campus Administrator.
9. Repairs light switches, fuses, air conditioners, stopped-up sinks/commodes and boilers.
10. Orders and maintains an inventory of custodial supplies and materials.
11. Performs regular inspections of building conditions and reports to principal or supervisor.
12. Is constantly alert to situations that might be hazardous and take steps to report and correct them.
13. Assumes responsibility for care and condition of equipment and/or buildings.
14. Upholds and adheres to safety rules and policies of the SISD safety program.
15. Supports the goals and objectives of the school district and follows all district policies.
16. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
17. Performs any other duties assigned by the appropriate supervisor.

ADOPTED: 11-6-90

AMENDED: 3-2-93, 4-27-13, 12-18-13, 10-5-16, 10-23-17, 9-25-19

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18. 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 communicate effectively (verbal and written)

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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