



## SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

### JOB DESCRIPTION

**Job Title:** Custodian

**Salary Block:** 402

**Reports To:** Head Custodian/Assistant Head Custodian

**Terms of Employment:** 239 Days

**Exemption Status:** Non-Exempt

#### Primary Purpose:

The primary purpose of this position is to maintain and keep the campus or department clean by performing and following through with all custodian duties.

#### Qualifications:

##### Education/Certification/Requirements:

- High school diploma/equivalent or higher preferred
- Must have a valid Texas Operator's License or Valid Texas I.D.

##### Special Knowledge/Skills:

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

##### Experience:

- Must have previous custodial experience

#### Major Responsibilities and Duties:

1. Keeps building and premises, including sidewalks, driveways, ramps, and stairs and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning system to provide temperatures, appropriate to the season and to ensure economical usage of fuel, water and electricity.
3. Raises the United States flag at or before 8:00 a.m. on each school day, and lowers it at or after 3:30 p.m.
4. Sweeps classrooms daily and dust furniture, clean windows and sills.
5. Cleans all chalkboards upon request.
6. Maintains a regular schedule of all motors and other mechanical equipment requiring scheduled servicing.
7. Demonstrates punctuality and dependability on the job.
8. Works and cooperates with fellow workers.
9. Assumes responsibility for the security of assigned area of responsibility and of building.
10. Upholds and adheres to safety rules and policies of the SISD safety program.
11. Supports the goals and objectives of the school district and follows all district policies
12. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
13. Performs any other duties as assigned by the appropriate supervisor.
14. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
- 15.

**Custodian**

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to understand verbal instructions

**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 Resource: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.