

Carroll Independent School District

Job Description

JOB TITLE:	Custodian	Pay Grade:	0A1
Supervisor:	Custodial Manger	Employment Days:	260
Department:	Facility Services	Wage/Hour Status:	Non-exempt

MISSION

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will maintain a clean and healthy learning environment for the students and teachers of the district under general supervision of department director and direct supervision of the manager, supervisor or lead. Responsible for the appearance, cleaning and maintenance of assigned areas and all hard surface and carpeted floors in accordance with accepted procedures as described in the task assignment. May assist with other duties as assigned.

QUALIFICATIONS:

- Effective interpersonal skills
- Excellent oral and written communication skills
- Training and experience necessary to perform the responsibilities listed below
- Current Texas driver's license (reviewed annually)
- Must be able to operate a district assigned vehicle
- Ability to understand, read, and speak English for employee safety and instruction
- Prefer at least one year of experience as a custodian in a public school district, hospital or other institutional setting.

MAJOR RESPONSIBILITIES:

- Follow cleaning standards set forth by the Custodial Manager and to assure facility readiness for all extracurricular events.
- Vacuum, sweep, mop, dust and scrub to meet the cleaning standards set forth by the Custodial Manager.
- Assume responsibility for removing trash and debris from the facility into the proper disposal containers, including the outside perimeter of the facility.
- Assume responsibility for the security of the facility by following the locking and opening procedures set forth by the Custodial Manager.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

MENTAL DEMANDS:

X	Manage stress appropriately	X	Make decisions under pressure	X	Report anger/fear/hostility/violence of others
X	Handle multiple priorities	X	Work collectively with a team and alone	X	Work in areas that are confined and/or crowded

ENVIRONMENTAL FACTORS:

X	Exposure to toxic/caustic/chemicals/detergents		Category System For Potential Contact With Blood, Body Fluids or Tissues: Category I, II or III Check the applicable box.
X	Exposure to extreme indoor and outdoor conditions, hot/cold weather	X	Category I = High risk: Job or activity can reasonably anticipate that regular contact with blood, body fluids or tissues is likely.
X	Exposure to dust/fumes/odors		Category II = Low or medium risk: The Job or task could possibly come in contact with blood, body fluids but it happens infrequently.
X	Exposure to moving vehicles and mechanical parts		Category III = No risk in the routine performance of the job or task.
X	Exposure to mechanical workrooms		
X	Exposure to high pitched noises	X	Gaseous risk exposure
X	Exposure to potential communicable disease		A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect.

X	INSIDE	Spends approximately 85% or more of time inside.
X	OUTSIDE	Spends approximately 15% or more of time outside with general playgrounds, courtyards and sidewalks
X	BOTH	The activities occur inside or outside in approximately equal amounts during inclement weather conditions.

PHYSICAL DEMANDS:

X	SEDENTARY WORK	Lifting 10 lbs. maximum & occasionally lifting and/or carrying articles.
X	LIGHT WORK	Lifting 20-lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
X	MEDIUM WORK	Lifting 50-lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
X	HEAVY WORK	Lifting 100-lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.
	VERY HEAVY WORK	Lifting objects in excess of 100 lbs. w/ frequent lifting and/or carrying of objects weighing 50 lbs. or more with assistance
X	OTHER	Ability to lift, push and pull with assistance (mechanical or co-worker), the weight of the average load is specific to the department

PHYSICAL REQUIREMENTS	NONE	SOME	FREQ.	Manual dexterity (eye/hand coordination)	X
LIFTING/CARRYING (LBS. 50)			X	Eye – hand-foot coordination	X
PUSHING/PULLING (LBS. 250)			X	Repetitive arm/hand movements	X
STOOPING, KNEELING, BENDING			X	Finger dexterity	X
CRAWL		X		Color Vision	X
CLIMB (steps / ladders / lifts)			X	Vision Acuity – far	X
BALANCE			X	Vision Acuity – near	X
WALK / STAND			X	Depth Perception	X
				Hearing Acuity	X

EQUIPMENT USED:

1. Vacuum Cleaner (Upright)
2. Vacuum Cleaner (Backpack)
3. Vacuum Cleaner – Wide Area
4. Mop Bucket/wringer
5. Custodial cart
6. Dust Mops / Wet Mops
7. Dust treatment machine
8. Use of Micro-Fiber Surface Wipes (Color Coded System)
9. Chemicals / dilution station system / ready-to-use
10. Floor care – Hard surface preparation and finish application
11. Floor care – Carpet surface
12. Carpet Extractor
13. Carpet Upholstery Extractor
14. 20” Side-by-side Roto Machine
15. Burnisher – Walk Behind / Propane
16. Burnisher – DC Powered
17. Wet / Dry Vacuum
18. Auto Scrubber – Walk behind
19. Auto Scrubber – Ride on unit
20. Power Washer / sprayer
21. Window washing system
22. Washer / Dryer
23. Blower / Fans / Gas powered leaf blower
24. Carts / Dollies / Flat bed
25. Trash removal and segregated waste
26. Cafeteria tables (move / set-up)
27. Mechanical lift system
28. Air compressor
29. Electronic Time clock

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 7/2003

Date(s) Revised: 8/2022