

# **Carroll Independent School District**

## **Job Description**

JOB TITLE:	Custodian, Lead	Pay Grade:	0A2
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.

### **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 three years of experience as a custodian in a public school district, hospital or other institutional setting.

### **MAJOR RESPONSIBILITIES:**

- Follow the cleaning standards set forth by the Custodial Manager.
- Provide necessary labor to assure facility readiness for all extracurricular events.
- Vacuum, sweep, mop, dust and scrub to meet the 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.
- Lead other custodians in meeting the cleaning standards set forth by the Custodial Manager.
- Communicate with Custodial Manager and Custodial Supervisor regarding supplies and equipment needs for performing the custodial duties.
- Communicate with the Principal and his/her appointee regarding extracurricular events and special set-up arrangements.
- Assume other duties as assigned by the principal or his/her appointee.
- Other duties assigned by the Custodial Supervisor or 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:**

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

**ENVIRONMENTAL FACTORS:**

<b>X</b>	Exposure to toxic/caustic/chemicals/detergents		<b>Category System For Potential Contact With Blood, Body Fluids or Tissues: Category I, II or III Check the applicable box.</b>
<b>X</b>	Exposure to extreme indoor and outdoor conditions, hot/cold weather	<b>X</b>	Category I = High risk: Job or activity can reasonably anticipate that regular contact with blood, body fluids or tissues is likely.
<b>X</b>	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.
<b>X</b>	Exposure to moving vehicles and mechanical parts		Category III = No risk in the routine performance of the job or task.
<b>X</b>	Exposure to mechanical workrooms		
<b>X</b>	Exposure to high pitched noises	<b>X</b>	Gaseous risk exposure
<b>X</b>	Exposure to potential communicable disease		A <b>communicable disease</b> 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.

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

**PHYSICAL DEMANDS:**

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

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

**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
----------------------	-------------------------