Lead Custodian

Rev July 2025

Reports to: Supervisor/Director

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 503

Term: 244 Days

PRIMARY PURPOSE:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

MAJOR RESPONSIBILITIES AND DUTIES

- **Custodial Management**
  - Assign work to campus custodians and oversee completion according to district standards. Train custodians as needed.
- **Cleaning**
  - Implement and maintain established cleaning schedules including emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
  - Keep building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
  - Comply with local laws and procedures for storage and disposal of trash.
  - Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
- **Maintenance and Repair**
  - Make minor building repairs as needed and report needed major repairs to supervisor.
  - Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
  - Assist in setting up facilities for regular and special events and move furniture or equipment within building as directed by administrator.
- **Safety**
  - Assume responsibility for opening and closing building each school day. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy. Ensure that procedures for locking, checking, and safeguarding facilities are followed.
  - Inspect machines and equipment for safety and efficiency.
  - Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
  - Correct unsafe conditions in work areas and promptly report any conditions that are not immediately correctable to supervisor.
  - Follow district safety protocols and emergency procedures.

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SUPERVISORY RESPONSIBILITIES

- Monitor the work and issue work assignments to building custodians.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- None Specified. Clear and valid Texas driver's license. Two years of experience in a custodial services setting.

Knowledge/Skills/Abilities:

- Knowledge of cleaning, maintenance, and safety procedures
- Ability to read and understand and execute detailed written or oral instructions
- Ability to perform minor repairs
- Ability to properly handle cleaning supplies
- Effective organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Equipment; Buffer, Stripper, wet and dry vacuum cleaner, shampooer, small hand tools; small power tools
- Prolonged standing, sitting; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours
- Maintain emotional control under stress

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.