

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Custodian (Pool) - District Wide

PRIMARY PURPOSE

Clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Reports to: Director of Maintenance
District Wide

Wage/Hour Status: Non-Exempt **Location:**

QUALIFICATIONS

Education/Certification:

None specified

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:

None

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school buildings and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

5. Assist with lunchroom set up, including arranging tables and chairs.
6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed and report major repair needs to the principal.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
8. Move furniture or equipment within the building as directed by the principal.
9. Assist in setting up facilities for special events.

Safety

10. Assist with opening and closing buildings each school day checking to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy. Follow established procedures for locking, checking, and safeguarding facilities.
11. Inspect machines and equipment for safety and efficiency.

12. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures.
13. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: 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

Mental Demands: Maintain emotional control under stress

NUMBER OF DAYS WORKED: COMPENSATION SCALE:

260 Days / Hourly Pay-Grade:

DATE TO ASSUME DUTIES:

TBD

APPLICATION PROCESS & TIMELINE:

Please complete the application link at www.bellvilleisd.org