LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Custodian

Reports to: Assigned Principal

Dept/School: Assigned Campus

*Pre-Screening may be conducted by an approved medical vendor prior to starting employment.

Wage/Hour Status: Non-Exempt

Pay Grade: Manual Trade Employee Pay Grade 2 ($16,452.80 - $24,245.28)

Initiated Date: January 28, 2003

Revised Date: August 9, 2011

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: Provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. Follow routine cleaning to maintain a high standard of cleanliness and efficiency of building operation and grounds.

Qualifications:

Education/Certification: Eighth Grade or Higher (Preferred)

Experience: One year experience in custodial services

Knowledge/Skills: Demonstrate aptitude for assigned responsibilities or such other alternatives as appropriate and acceptable
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies
Use and care of hand and power equipment and safe work practices
Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Major Responsibilities and Duties:

1. Complete cleaning schedule for the areas assigned, within the frequency requirements provided.
2. Know the basic understanding of the chemicals and procedures used in the cleaning and operating schedules.
3. Know the schedule for all assigned areas, and personnel and looks for ways to improve as needed.
4. Observe cleaning and maintenance needs or requirements for the areas assigned and reports the needs to the Head custodian or principal.
5. Maintain positive public relations with all personnel and students.

6. Routinely inspect areas for possible safety hazards and reports to head custodian.

7. Perform additional duties, as assigned by the principal.

8. Keep building and premises, including sidewalks, driveways, and playground areas neat and clean at all times.

9. Regulate heat, ventilation, and air-conditioning systems to provide and insure economical usage of fuel, water and electricity.

10. Perform upon such requests yard keeping chores such as grass cutting, tree trimming, and litter detail, as necessary.

11. Move furniture or equipment within building as required for various activities.

12. Assume responsibilities for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.

13. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

14. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Reading, ability to understand verbal instructions.
Ability to communicate effectively (verbally and written)

Physical Demands/Environmental Factors:

1. Ability to stand, walk, talk and hear, taste and smell, use hands to finger, handle to feel, push/pull and reach with hands and arms (67 to 99% of the work day).

2. Kneel, stoop, crouch, crawl and sit (34 to 66% of the work day).

3. Sit up to (0 to 33% of the work day).

4. Occasionally (0 to 33% of the work day) lift and/or carry objects weighing up to 50 lbs or constant (34 to 66% of the work day) lifting and carrying objects weighing 25 lbs and frequent (67 to 99% of the work day) lifting and carrying objects weighing 10 lbs.

5. Special vision requirements include: 20/20 (corrected) and ability to identify and distinguish colors.

6. Work environment; exposure to wet, humid conditions and fumes or airborne particles (67 to 99% of the work day), toxic or caustic chemicals and risk of electrical shock (34 to 66% of the work day) and working near moving mechanical parts and extreme heat (0 to 33% of the work day).

7. Typical noise level for the work environment is moderate to loud noise.

8. Hearing requirements include; ability to hear alarms on equipment, client calls and instructions from department staff.

9. Repetitive motion actions include: use of foot control, both feet (7+ hrs. of the work day) use of hands, both hands (7+ hrs. of the work day), grasping simple/light objects (7+ hrs. of the work day), grasping firm/heavy objects (7+ hrs. of the work day).

POSITION WORKING DAYS: 226 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____ **Date:** _____