



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

Job Title: Head Custodian

Wage/Hour Status: Non-Exempt

Reports to: Principal or Supervisor

Pay Grade: Manual Trades Employee
Pay Grade 4
(\$20,496.00 - \$30,744.00)

Dept/School: Assigned Campus

Initiated Date: October 1, 2003

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

Revised Date: April 6, 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: Supervise the campus custodial operation. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of excellence in safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification: High School diploma or GED

Experience: Five years experience as a school custodian or the equivalent in custodial service in other institutions and firms.

Knowledge/Skills: Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
Knowledge of major repairing techniques, building and grounds maintenance.
Ability to operate cleaning equipment and lifting heavy equipment.
Ability to properly handle cleaning supplies.
Ability to communicate and understand verbal and written instructions in English.

Major Responsibilities and Duties

1. Assign, schedule and provide training for custodial staff as to the use of chemicals, safety procedures and equipment to ensure that the building is maintained clean and safe at all times.
2. Monitor and oversee the submittal of maintenance work orders, ensure their completion and maintain a high standard of safety, cleanliness and efficiency.

3. Monitor and certify the time records of all custodial employees in the school and ensure proper payment.
4. Maintain current inventory and provide feed back as to the use of chemicals and equipment to ensure quality cleaning services to the building.
5. Conduct periodic walkthroughs, provide feedback and evaluate co-workers performance concurrent with campus administration.
6. Ensure the building is safe by inspecting fire alarms, fire exits, and signs.
7. Conduct initial accident investigation reports whenever a co-worker has a work-related injury.
8. Maintain up-to-date material and safety data sheets (MSDS) for chemicals being used at the campus.
9. Attend safety meetings and provide information to co-workers regarding the custodial team.
9. Perform other duties as assigned by principal/supervisor.

EQUIPMENT USED:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater, power and hand tools.

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 (67 to 99% of the work day).
2. Kneel, stoop, crouch, crawl and sit (0 to 33% of the work day).
3. Push/pull, reach with hands and arms (34 to 66% of the work day).
4. Occasionally (0 to 33% of the work day) lift and/or carry objects weighing up to 50 pounds or constant (34-99% of the work day) lifting and carrying objects weighing from 10 to 25lbs.
5. Special vision requirements include: 20/20 (corrected), and ability to identify and distinguish colors.
6. Work environment; exposure to wet, humid conditions (34 to 66% of the work day), work near moving mechanical parts, fumes or airborne particles, risk of electrical shock and work in 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: 244 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: _____