

**Texas City Independent School District**  
P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Head Custodian**  
Job Description  
December 2016

---

**Reports to:** Director of Maintenance

**Exemption Status/Test:** Nonexempt

**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.

**Qualifications:**

**Special Knowledge/Skills:**

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

**Major Responsibilities and Duties:**

**Custodial Management**

1. Assign work to campus custodians and oversee completion according to district standards. Train custodians as needed.

**Cleaning**

2. Implement and maintain established cleaning schedules that include emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
3. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
4. Comply with local laws and procedures for storage and disposal of trash.
5. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Texas City Independent School District  
P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Head Custodian**  
Job Description  
December 2016

---

**Maintenance and Repair**

6. Make minor building repairs as needed and report needed major repair to supervisor.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
8. Assist in setting up facilities for regular and special events and move furniture or equipment within building as directed by principal.

**Safety**

9. 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.
10. Inspect machines and equipment for safety and efficiency.
11. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
12. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to building custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Buffer, stripper, wet and dry vacuum cleaner, shampooer, lawn mower, edger, and weed eater; small hand tools; small power tools

**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

Texas City Independent School District  
P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Head Custodian**  
Job Description  
December 2016

---

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_