



Flour Bluff Independent School District Job Description

JOB TITLE: Lead Custodian

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Custodian Supervisor & Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

Supervise the 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 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:

- Two years' experience in custodial services

MAJOR RESPONSIBILITIES AND DUTIES:

Custodial Management:

1. Direct and monitor the work of custodians at assigned campus.
2. Help screen, select, and train custodians.

3. Direct and assist in setting up facilities for special events.

Cleaning:

4. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
5. Keep school building and grounds, including sidewalks, driveways parking lots, and play areas, neat and clean.
6. Comply with local laws and procedures for storage and disposal of trash.
7. Maintain an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair:

8. Assist with lunchroom set up, including arranging tables and chairs.
9. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
10. Make minor building repairs as needed and report major repair needs to principal.
11. Move furniture or equipment within building as directed by principal.

Safety:

12. Assume responsibility for opening and closing building each school day.
13. Oversee procedures for locking, checking, and safeguarding facilities.
14. Check daily to ensure that all exit doors are open, and all panic bolts are working properly during hours of building occupancy.
15. Inspect machines and equipment for safety and efficiency.
16. Operate tools and equipment according to established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

19. Maintain good working communications with co-workers and other staff members.
20. Maintain good attitude in difficult situations.
21. Help maintain cohesiveness among employees.
22. Perform duties in a timely and organized manner.
23. Project a professional image through demeanor and dress.
24. Comply with Maintenance/Transportation Department policies and procedures.

25. Comply with policies and procedures as outlined in employee handbook and addendum.
26. Maintain regular and reliable attendance.
27. Adhere to proper channels when communicating ideas, problems, etc.
28. Perform other duties as assigned.

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) daily.

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.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.