



# Longview Independent School District

## JOB DESCRIPTION CUSTODIAN, BUILDING

<b>JOB TITLE:</b>	Custodian, Building	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Maintenance Supervisor	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Maintenance	<b>PAY GRADE:</b>	Manual Trades 1

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### PRIMARY PURPOSE:

Performs routine, manual work involving moderate to heavy cleaning of designated areas of a school district building such as classrooms, offices, restrooms, cafeterias and hallways

### QUALIFICATIONS:

#### Education/Certification:

GED or High School diploma, preferred

#### 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:

1. Sweep, wet and dry mop, strip, buff and wax floors: participates in stripping floors
2. Vacuum and shampoo carpet: removes spots and stains from carpets
3. Clean restroom floors, walls, sinks, urinals and commodes, replace toilet paper, towels and soap, wash and polishes fixtures; clean windows and mirrors
4. Clean and wash cafeteria tables, countertops and fixtures; set-up tables and chairs and move furniture; dust furniture, desks, woodwork and blinds; replace light bulbs
5. Remove paper, trash and garbage from assigned areas and place in proper containers for disposal



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Operate custodial equipment such as buffers, vacuum cleaners, shampoo machines, and water extractor; may work in the laundry and operate laundry equipment
7. Patrol grounds around building; pick-up paper, cans, trash and debris; cleans walkways
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Repetitive hand motions; frequent standing, stooping, bending, kneeling, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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**EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2013**