



Position Title:	Custodial/Maintenance Lead		
Location:	Greg A. Garcia Early College Intermediate		
Reports to:	School Principal		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position may be Federally funded. Therefore, employment is contingent upon the availability of funds.		

Primary Role and Purpose:

Under the supervision of the School Principal, assists in the attainment of District goals through the provision of effective and efficient custodial and maintenance services. Cleans and maintains school facility using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications/ Education:

- High School diploma or GED certificate
- Must pass and maintain satisfactory records of a fingerprinting/background check (at own expense) and have fingerprints on file with the Texas State Board of Education

Skills:

- Manual skills necessary to perform custodial and facility maintenance work
- Ability to follow instructions and work effectively with minimum supervision
- Strong oral and written skills

Experience:

- Ability to perform manual skills necessary to perform work
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to carry out directives from direct supervisor and work effectively with minimum supervision
- Knowledge of minor repair techniques, building maintenance, and HVAC

Responsibilities and Duties:

- Maintains a regular cleaning schedule that includes maintaining floors, emptying trash baskets and bins, vacuuming carpets, polishing and cleaning furniture, fixtures, windows, restrooms, school yard and other areas as designated by the direct supervisor.
- Follows established procedures for locking, checking and safeguarding facilities
- Assists with maintaining inventory of cleaning supplies and complete supply requests as needed.
- Reports to service provider when HVAC system is not working properly.
- Operates tools and equipment according to established safety procedures
- Performs minor repairs such as changing light bulbs and repairing leaky faucets
- Notifies Supervisor of major repairs required utilizing a maintenance work order
- Exercises particular care to clean occupied areas not accessible during the day
- Assists in the cafeteria during lunch shifts, daily and as needed
- Maintains school grounds by removing trash and debris and emptying exterior trash receptacles.
- Maintains and cleans equipment used for the maintenance of the school

Compliance

- Abides by policies established by federal and state laws that apply to charter schools, Texas Department of Health rules that apply to charter schools, Commissioner's Rules that apply to charter schools and charter policy in health services area
- Abides by all charter routines and regulations
- Maintains current OSHA logs for compliance
- Maintains OSHA Material Safety Data Sheets logs for chemicals used and housed on school premises.

Equipment

On the 1st and 15th of each month, maintains equipment and provides inventories of:

- Custodial Shop: tools such as ladders and small hand tools (screwdrivers, wrenches, hammers, sockets, pliers, crimpers, and wire cutters).
- Custodial equipment: electric and propane buffer, stripper, wet and dry vacuum cleaner, shampooer, mop and manual ringer, electric scrubbing machine, power mower, blower, garden and hand tools, if applicable.

Communication

- Creates and maintains a professional relationship with co-workers, students, parents and community members
- Presents information accurately through clear communication skills
- Demonstrates the following core values in work and work relationships: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

Professional

- Enriches job skills through regular training and professional development
- Participates in OSHA, Material Data Safety sheets training, and other trainings required for compliance with State and Federal mandates.

Other

- Keeps up-to-date on and abides by state and charter regulations
- Gathers, manages, and files all reports, records and other documents that are required in performance of position
- Plays an active role in faculty meetings and assists in staff committees, as needed.

Physical Demands

- Frequent: standing, walking, climbing (stairs, ladder, scaffold, or ramps), stooping, kneeling, crouching, crawling, pulling, pushing, reaching, speaking clearly and distinguishing colors
- Frequent: lifting, carrying, and lowering light – under 15 pounds
- Intermittent: lifting, carrying, and lowering moderate – 15-44 pounds
- Occasional: lifting, carrying, and lowering heavy – 45 pounds and over

Environmental Factors

- Must be able to work inside and outside in temperature extremes (hot and cold), low or intense illumination, vibration, work on slippery or uneven surfaces, biological exposure (insects, molds, fungi, bacteria, animals, plants, bodily fluids, etc.), chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), electrical hazards, sunlight exposure, work with hands in water, work around machines with moving parts, may work alone, may experience unusual fatigue factors, may work prolonged or irregular hours during certain times of the year such as days, nights and possible weekends.

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record.
- Maintains control in stressful situations.
- Understands that extended hours may be required.
- Some lifting may be required.

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resource Signature: _____ Date: _____

Employee Signature: _____ Date: _____