



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0305019

GENERAL EMPLOYMENT NOTICE

CUSTODIAN

Maintenance Department

(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year custodial or building maintenance experience preferred
- Must pass a Human Performance Evaluation (Physical Evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to read and understand instructions for cleaning, maintenance and safety procedures
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

ESSENTIAL FUNCTIONS

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots and play areas neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Assist with lunchroom set up including arranging tables and chairs and moving furniture or equipment within building for special events as directed by the campus administrator or head custodian.
6. Perform preventative maintenance to ensure the comfort, health and safety of students and staff.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water and electricity.
8. Make minor building repairs as needed and report major repair needs to the principal.
9. Follow established procedures for locking, checking and safeguarding facilities.
10. Operate tools and equipment according to established safety procedures.
11. Follow established procedures to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
12. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts/carries 10–45 pounds frequently, 45–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-60 pounds sporadically. Climbs ladders, work in high places, work in cramped quarters and under buildings and distinguish primary colors. Works in inclement weather. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

REPORTS TO: Head Custodian

TYPE OF ASSIGNMENT: Full-Time and Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$8.64

WORK DAYS: 261

PAY GRADE: G1

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

External Applicants – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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