

---

NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217 FAX (210)804-7288  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

---

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**HEAD CUSTODIAN  
REGENCY PLACE ELEMENTARY**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)- Waiver of the requirement may be requested
- Must be able to pass physical and drug test
- Valid Texas Driver's License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Responsible for planning, coordinating, preparing work schedules and supervising four (4) to seven (7) custodians
- Supervises and assists custodial personnel, using proper techniques with the cleaning inside/outside of District buildings which include floors, carpet, walls, glass windows, ceilings, water gutters and patio/walk area
- Supervises and assists custodial personnel, using proper techniques with ground maintenance which includes parking lots, fence lines, playground area and equipment, lawn scrubs, trees and flower beds
- Supervises and trains custodial personnel to use safe and proper work/cleaning techniques including the use of all inside/outside power equipment needed to support programs
- Maintains and supervises proper use of personal protective equipment;(In case of an accident the Head Custodian is responsible for timely reporting of the incident to the proper authorities.)
- Covers facility activities as requested by administration-responsible for securing the facility (caretaker), setting alarms and communicating with North East Independent School District Police Department
- Maintains inventory, requisitions and proper storage and usage of all custodial supplies and equipment
- Ensures compliance with Texas Hazardous Communications Act which includes training of the staff and emphasizing safety, storing, handling, labeling and application of all chemicals

- Coordinates all custodial services with the Assistant Director for Campus Support Services and facility administration-includes coordinating all safety requirements with the Risk Management Department
- Supervises and assists in special project duties, as requested/assigned by facility administration and/or Assistant Director for Campus Support Services
- Performs additional duties and accepts other responsibilities as may be assigned

**TERMS OF EMPLOYMENT:**

**HOURLY: \$12.85-\$15.67 PAY GRADE: O4 WORK DAYS: 260**

**Interested persons should submit a letter of intent with a resume to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or fax the information to 210-804-7288. Those who are not district employees must complete a Professional Application online at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and resume. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.**

This Position Remain Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER