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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

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

**ASSISTANT HEAD CUSTODIAN  
ALL LEVELS  
ELEMENTARY-MIDDLE-HIGH SCHOOL**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED) a plus
- Must be able to pass physical and drug test
- Must be able to understand instructions and communicate in basic English
- Valid Texas Drivers License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Assist Head Custodian with planning, coordinating, preparing work schedule and supervising (Elementary- four (4) to six (6), Middle- eight (8) to twelve (12), and High- eighteen (18) to twenty three (23) custodians
- Supervises and trains custodial personnel to use safe and proper work/cleaning techniques including the usage of power equipment and chemicals
- Ensures cleanliness and proper maintenance of all buildings and grounds
- Makes the facility available for maintenance repairs and activities, minimizing interference with curricular or extracurricular activities during normal or other than normal duty hours, maintains related documents
- Operates and maintains the lighting, security heating and ventilation systems, plumbing, lawn equipment, play areas and sport fields based on District guidelines
- Ensures all District standards are maintained or exceeded including responsibility for faculty security
- Assumes authority and acts as Head Custodian during Head Custodians absence
- Performs additional duties and accepts other responsibilities as may be assigned

