

EMPLOYMENT BULLETIN

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

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

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- 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 (**Elementary School** four (4) to seven (7) custodians), (**Middle School** eight (8) to twelve (12) custodians) and (**High School** eighteen (18) to twenty (20) 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: ES-\$12.85-\$15.67, MS-\$14.37-\$17.32, HS-\$15.67-\$18.88

PAY GRADE: ES-04, MS-05 AND HS-06

WORK DAYS: 260

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. 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