

CUSTODIAN

DEFINITION

Under general supervision, individually or as a crew member performs custodial and cleaning duties in specified College buildings and adjacent grounds; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

Incumbents perform the full range of custodial duties in addition to classrooms, rest rooms, offices, workshops and related facilities; and perform a variety of duties in cleaning and maintaining facilities. This class is distinguished from Lead Custodian in that the latter plans and organizes custodial work, provides daily direction to custodial staff in addition to performing the full range of custodial duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Sweeps, mops, scrubs, waxes, polishes, strips, seals and buffs floors (E)
- Vacuums and shampoos rugs and carpets in classrooms
- Cleans and spots carpets (E)
- Dusts and polishes furniture and woodwork (E)
- Cleans black and white boards (E)
- Empties, cleans and lines waste receptacles and disposes of trash and/or recycle materials (E)
- Picks up trash in adjacent grounds areas (E)
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and light fixtures
- Cleans drinking fountains (E)
- Cleans and disinfects restrooms including floors, walls, fixtures and mirrors and restocks restroom supplies as necessary (E)
- Moves office and classroom furniture and equipment (E)
- Replaces light bulbs and may make minor non-technical repairs to buildings and fixtures (E)
- Reports the need for maintenance and repair and assists others in making repairs as needed (E)
- Closes windows, turns lights on and off (E)
- Locks and unlocks doors (E)
- Secures buildings (E)
- Keeps basic records of work performed, timesheets, etc. (E)
- Observes safe working practices, including maintaining storage areas in a safe condition (E)
- Corrects or reports any safety or fire hazards (E)
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use (E)
- Safely operates College vehicles and a variety of custodial tools, equipment and supplies, including buffers and vacuum cleaners (E)
- Maintains equipment and materials in proper condition (E)
- May assist in setting up rooms for special meetings and equipment for classes
- May communicate with faculty and/or administrative staff to determine specific cleaning requirements
- Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Knowledge of:

- Cleaning techniques and materials used in custodial work
- Proper cleaning methods, and the safe use of cleaning materials, disinfectants, custodial tools and equipment
- Proper use and minor maintenance of hand and power tools and equipment used in custodial work
- Safety practices and equipment related to the work
- Safe driving methods and techniques

Skill in:

- Using cleaning materials, equipment and methods according to established industry and safety standards
- Learning and applying proper cleaning procedures and use of equipment and supplies used in custodial work
- Maintaining tools and equipment assigned in clean working order and provide proper security
- Safely driving College vehicles and lifting heavy objects
- Understanding and following written and oral directions
- Completing assignments without immediate supervision
- Establishing and maintaining effective and cooperative working relationships with those encountered in the course of the work

Other Requirements:

- Must possess a valid California drivers license
- Must possess sufficient strength and stamina to maneuver equipment and furniture weighing up to 90 pounds, with proper equipment
- Must be willing to work at various college sites, off-hour shifts and overtime as necessary
- Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety equipment and procedures

Education and Experience:

Equivalent to completion of the tenth grade and two years of custodial experience, preferably in a large institutional setting.

Established: December 1, 2004