CUSTODIAL SPECIALIST

DEFINITION

Under general supervision, performs custodial and cleaning duties in specified College buildings and adjacent grounds individually and not normally as a crew member; performs related work as assigned.

CLASS CHARACTERISTICS

This is the advanced working level in the class series. Incumbents perform the full range of custodial duties in assigned areas, and, in addition, provide cleaning and care for such specialized locations as the administration building, the gym and associated athletic facilities, the cafeteria and the visual arts facilities, and other off-site facilities, all of which require specialized knowledge and techniques. This class is distinguished from Lead Custodian in that the latter plans and organizes custodial work and provides direction to custodial staff in addition to performing custodial work.

EXAMPLES OF DUTIES (Illustrative Only)

Cleans and performs minor maintenance in a specified facility or location such as the gym and related athletic facilities; the administration building, the student center and/ or the visual arts building, utilizes specialized cleaning materials and techniques to properly maintain those locations; sweeps, mops, scrubs, and polishes floors; sweeps and vacuums rugs; dusts and polishes furniture and woodwork; cleans black and white boards; empties, cleans and lines waste receptacles and disposes of trash; picks up trash in adjacent grounds areas; washes doors, windows, walls, ceilings, venetian blinds, furniture and light fixtures; cleans drinking fountains; cleans and disinfects restrooms; restocks restroom supplies as necessary; moves office and classroom furniture and equipment; replaces light bulbs and may make minor repairs; reports the need for maintenance and repair; strips, seals and buffs floors; cleans and spots carpets; closes windows, turns off lights, and locks doors to secure buildings; keeps basic records of work performed, timesheets, etc.; observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards; follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use; uses a variety of custodial tools, equipment and supplies; operates buffers and vacuum cleaners; maintains equipment and materials in proper condition; 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.
QUALIFICATIONS

Knowledge of:

- Specialized cleaning techniques and materials related to the area to which assigned
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in custodial work
- Safety practices and equipment related to the work

Skill in:

- Learning and performing cleaning and maintenance duties for specialized campus facilities
- Understanding and following written and oral directions
- Completing assignments without immediate supervision
- Establishing and maintaining effective 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 off-hours 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.

A typical way of gaining the knowledge and skills outlined above is:

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