CUSTODIAN I/II

DEFINITION

Under general supervision, performs routine custodial and cleaning duties in College buildings and adjacent grounds; performs related work as assigned.

CLASS CHARACTERISTICS

Custodian I is the entry level in this series. Initially under supervision, incumbents learn custodial techniques and to operate various types of equipment. This class is alternately staffed with Custodian II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Custodian II is the full working level of this class series. Incumbents normally work as a member of a crew; however, they may operate on an individual basis on specific assignments. This class is distinguished from Custodial Specialist in that the latter individually provides custodial services for critical areas such as the administration building, the gym and associated athletic facilities, the cafeteria and the visual arts facilities. It is further distinguished from Lead Custodian in that the latter plans and organizes custodial work and provides direction and training to custodial staff in addition to performing custodial work.

EXAMPLES OF DUTIES (Illustrative Only)

Sweeps, mops, scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets; 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 in restrooms while cleaning, 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; spots and cleans 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.
QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job under Class Characteristics.

Knowledge of:

- 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:

- 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-hour shifts and overtime as necessary. Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety procedures and equipment.

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

Custodian I: Equivalent to completion of the tenth grade. Some basic custodial or maintenance experience is desirable.

Custodian II: In addition to the above, one year of custodial experience at a level equivalent to the Colleges class of Custodian I.