

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CUSTODIAN**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of duties to maintain assigned classrooms, restrooms, offices, gymnasium and related facilities in a clean, safe and orderly manner utilizing proper chemicals, solutions, and cleaning methods; operate custodial equipment to clean and maintain District facilities.

**REPRESENTATIVE DUTIES:**

Perform a variety of duties to maintain assigned classrooms, restrooms, offices, gymnasium and related facilities in a clean, safe and orderly manner; utilize proper chemicals, solutions, equipment and cleaning methods; unlock and lock, gates, doors, and windows; turn off lights and set alarm systems in areas not in use; monitor campus for fire hazards and report to appropriate personnel as required; clean and service custodial equipment. *E*

Sweep, scrub, mop, polish, oil and wax floors; remove gum, candy and other foreign materials from floors and carpets; vacuum, spot clean, and shampoo rugs and carpets in classrooms, offices and other work areas; wash windows, chalkboards and walls; strip, wax and buff floors. *E*

Dust, wash, and polish furniture, woodwork, light fixtures, windows, blinds and furniture; clean and wax desks. *E*

Empty and clean waste receptacles and pencil sharpeners; pick up paper, remove cobwebs and other debris inside and outside; clean building entrances. *E*

Disinfect, sanitize and clean restrooms including floors, walls, fixtures, appliances and mirrors according to established methods; restock supplies, polish metal fixtures. *E*

Move, arrange and transport furniture and equipment. *E*

Set up rooms for special campus and community events and meetings; set up gymnasium floor for special events. *E*

Operate and maintain a variety of custodial equipment including stripping machine, waxer, buffer, carpet extractor, carpet shampooer, wet and dry vacuums, electric cart, floor scrubber, hand truck and steam cleaner; operate a fork lift and lift gate truck as assigned. *E*

Perform minor, non-technical repairs to buildings, fixtures and custodial equipment; replace soap dispensers and fluorescent light tubes; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required. *E*

Remove graffiti using proper chemicals and cleaning methods; wash outside walls, concrete, sidewalks and tennis courts. *E*

Clean and disinfect drinking fountains. *E*

Assist with the thorough cleaning of buildings and facilities during school breaks and summer periods. *E*

Train and provide work direction to new employees as assigned. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Proper methods, materials, supplies, tools and equipment used in custodial work.

Basic requirements of maintaining college buildings and facilities in a safe, clean and orderly condition.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Appropriate sanitation methods for cleaning of restrooms.

Proper usage and methods of mixing, applying and disposing of a variety of chemical solutions and products.

Appropriate safety precautions and procedures, including but not limited to securing windows, gates, doors and alarm systems.

Proper lifting techniques.

New types of hard surface flooring, carpeting and carpet backing.

### **ABILITY TO:**

Use and understand the purpose of cleaning supplies, materials, equipment and methods according to pre-determined standards.

Learn and apply knowledge of methods, procedures and use of equipment and supplies used in custodial work.

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.

Maintain assigned tools and equipment in a clean and proper working condition.

Move and arrange furniture and equipment for meetings and special events.

Perform minor, non-technical repair of custodial equipment and facilities.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Meet schedules and time lines.

Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Indoor/Outdoor Environment:*

While performing the duties of this job, the employee is regularly required to stand or walk for extended periods of time, bend at the waist, push, pull or carry items, twist, turn, climb ladders, see to assure proper and complete cleaning, use fingers and hands to handle materials and tools and operate power cleaning equipment. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is exposed to cleaning chemicals and fumes. The employee is occasionally exposed to outside weather conditions and works with vibration causing tools or equipment. The noise level in the work environment is usually moderate.