



CUSTODIAN

DEFINITION

Under supervision, performs a variety of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for classes, activities, and functions; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Custodian series. Initially under close supervision, incumbents learn and perform routine custodian duties at assigned District buildings and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs routine custodial tasks within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets.
- Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
- Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tiles, walls, and windows; unclogs drains and toilets.
- Picks up paper and other debris from campus grounds, walkways, and areas adjacent to campus facilities; sweeps concrete surfaces adjacent to campus buildings.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment.
- Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, white boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.
- Moves and arranges furniture and equipment; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
- Locks and unlocks doors, gates, and windows and sets alarms as directed; turns lights on and off; maintains security of assigned areas according to established guidelines.
- Participates in the thorough cleaning and restoration of campus facilities during vacation periods.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.

- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new or substitute employees.
- Maintains records of maintenance and cleaning activities.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work and basic and light preventive building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of custodial hand and power tools and equipment.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work including proper lifting, and safe driving, techniques.
- Appropriate sanitation methods for cleaning restrooms.
- Proper usage and methods of mixing, applying and disposing of a variety of chemical solutions and products.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, stripper, mop, and broom.
- Clean and care for assigned areas and equipment.
- Perform minor non-technical repair of custodial equipment and facilities.
- Travel to different sites and locations on campus.
- Use a variety of small hand tools.
- Maintain basic records.
- Learn, understand, and apply pertinent policies and work standards.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.

- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Prior custodial experience or related work experience is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.