



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CUSTODIAN

A Classified Position
Grade AA – Salary Schedule 70

A. General Statement

The Custodian performs manual labor work for a variety of assignments related to the cleaning and general maintenance of community college facilities. Under direct supervision, the Custodian performs moderate to heavy manual labor which includes the cleaning of college facilities, moving of equipment and furniture, locking doors and other entrances and reporting unusual events to management and Public Safety personnel as appropriate. Public contact is moderate to extensive, primarily involving staff and students for the purpose of exchanging procedural information concerning cleaning needs and facility set-ups. A limited to moderate degree of independent judgment and creativity is required to perform routine cleaning and general maintenance assignments that are well prescribed. Consequences of errors in judgment could be costly in materials and employee time; however, supervisory controls limit the risk of serious consequences. A Custodian can be assigned individually or as part of a work team to various sites, and can direct the work of student assistants or temporary staff as assigned. A Custodian can be assigned to work on call 24-hours a day, 7-days a week, and on a variety of shifts and locations.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with management staff regarding job assignments, work sites, special set-ups, supplies and equipment needs, safety procedures, assignment priorities and timelines, and other instructions and related matters
2. Exchanges information with other staff regarding specific cleaning and general maintenance needs and timelines for completion
3. Sweeps, dusts, scrubs, waxes, vacuums and polishes floor coverings, furniture, fixtures, rugs, carpets and other surfaces
4. Washes, scrubs and disinfects restrooms, gymnasium facilities and locker rooms
5. Cleans light fixtures, windows, door frames and other elevated areas
6. Climbs up and performs work on ladders to reach elevated surfaces as needed
7. Assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions

8. Cleans, sweeps, vacuums, polishes offices, hallways, bathrooms, surrounding areas, including railings, bleachers, decking, sidewalks, drinking fountains
9. Drives a motor vehicle in the performance of assigned tasks
10. Replaces lights
11. Makes minor repairs
12. Performs minor repair and assembly tasks involving hand tools
13. Collects and disposes of trash
14. Moves furniture and equipment for special facility set-ups according to specifications
15. Stores cleaning equipment and supplies
16. Reports supply quantity levels to supervisory staff
17. Assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts as required
18. Uses safety equipment, supplies and procedures to perform job duties, as required; reports safety, fire and sanitary hazards to supervisory staff
19. Performs other related duties as assigned

C. Requirements

1. Graduation from high school
2. Successful custodial work experience that has included demonstrated skill in the use of safety procedures, cleaning equipment, solutions and supplies, including applicable chemicals
3. Skill in the operation of common mechanical and electrical equipment related to building and facility cleaning and general maintenance
4. Demonstrated skill in following oral and written instructions
5. Attention to detail
6. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This position requires work indoors and outdoors, with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; work on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; and safely driving a motor vehicle, in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of and skill in using common cleaning solutions and techniques, tools, equipment, supplies and procedures related to cleaning and general maintenance of a variety of surfaces and facilities
2. Knowledge of proper use of safety equipment, supplies and procedures related to general cleaning, use of cleaning solutions, lifting/moving objects, bending/stooping, climbing and other routines that are common to cleaning and general maintenance
3. Skill in the safe operation and handling of tools, equipment and supplies including driving a motor vehicle
4. Skill in reading, comprehending and following oral and written instructions, including Material Safety Data Sheets
5. Skill in communicating effectively and working in teams with people who are diverse in their cultures, language groups and abilities

6. Skill in working cooperatively as part of a customer service team
7. Ability to perform moderate to heavy physical labor
8. Ability to perform routine repetitive tasks on a continuous basis.

(3/2015)