

## CUSTODIAN

## A. General Statement

This is manual labor work at the action level involved in a variety of assignments related to the cleaning, general maintenance, and stewardship of community college facilities. Under direct supervision, the Custodian performs 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 security 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.

## B. Examples of Essential Functions

## A Custodian

1. exchanges information with lead and/or 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; exchanges information with other staff regarding specific cleaning and general maintenance needs and timelines for completion;
2. sweeps, dusts, scrubs, waxes, vacuums and polishes floor coverings, furniture, fixtures, rugs, carpets and other surfaces; removes waste; washes, scrubs and disinfects restrooms, gymnasium facilities and swimming pool areas; cleans light fixtures, windows, door frames and other elevated areas; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions;
3. relamps light fixtures, performs minor repair and assembly tasks involving hand tools, cleans outside areas adjoined to buildings; waste removal; moves furniture and equipment for facility set-ups, according to specifications; stores cleaning equipment and supplies; reports supply quantity levels to lead and/or supervisory staff; assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts as required;
4. uses safety equipment, supplies and follows safety procedures as required; reports safety, fire and sanitary hazards to supervisory staff;

## C. CUSTODIAN With Swimming Pool Option:

In addition to regular custodial duties:

- i. cleans, sweeps, vacuums and polishes swimming pools and surrounding areas, including ladders, canvases, filters, railings, pool bleachers, decking, sidewalks, , drinking fountains; covers and uncovers swimming pools;
- ii. conducts chemical-level measurement; logs tests, and takes appropriate action to correct swimming pool and decorative fountain chlorine, pH alkalinity, calcium hardness and other chemical levels in order to maintain proper water balance;

CUSTODIAN (continued):

- iii. logs pool water temperatures and makes adjustments as required; performs necessary mechanical, plumbing, electrical repairs and maintenance of filtration, chemical and heating systems.
- iv. uses safety equipment, supplies and procedures specific to swimming pool maintenance;

D. Non-essential Functions

- 1. Performs other related duties as required.

E. Knowledge, Skills and Abilities

- 1. Knowledge of common cleaning solutions, 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 reading, comprehending and following oral and written instructions.
- 4. Skill in communicating effectively and working in teams with people who are diverse in their cultures, language groups and abilities.
- 5. Skill in working cooperatively as part of a customer service team.
- 6. Skill in safe operation and handling of tools, equipment and supplies including driving a motor vehicle.
- 7. Ability to do heavy physical labor.
- 8. Ability to obtain forklift certification.
- 9. Ability to perform routine repetitive tasks on a continuous basis.

Training Guidelines

- 1. Job experience; special courses.
- 2. Job experience; special courses.
- 3. Basic educational courses; special courses; life experience.
- 4. Job experience; life experience.
- 5. Job experience; life experience.
- 6. Special courses; job experience; life experience.
- 7. Job experience; life experience.
- 8. Special courses; job experience.
- 9. Job experience; life experience.

For Custodian with Swimming Pool Option:

- 10. Ability to swim and to climb into a swimming pool to perform tasks. 10. Special courses; job experience.

CUSTODIAN (continued):

11. Knowledge of and skill in using common cleaning solutions, supplies, tools, procedures and chemicals required for safe maintenance of public-sized swimming pools, fountains and surrounding public areas.

11. Special courses; job experience.

F. Physical/Other Requirements

This classification requires work indoors and outdoors, with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working 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 possession of a valid California Driver's License; and the ability to safely drive a motor vehicle in the performance of assigned tasks; in order to perform the essential functions.

G. Education and Experience

This classification requires successful completion of a certified custodial training program, or an equivalent combination of training and experience that has included demonstrated skill in the use of custodian and/or swimming pool safety procedures, cleaning equipment, solutions and supplies, including applicable chemicals; operation of common mechanical and electrical equipment related to building and facility cleaning and general maintenance; demonstrated skill in following oral and written instructions, and attention to detail.

(Rev. 09/02 LdS/CG)