

CUSTODIAN

A. General Statement

This is manual labor work at the action level involved in 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. Examples of Essential Functions

A Custodian

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; 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; washes, scrubs and disinfects restrooms, gymnasium facilities and locker rooms; cleans light fixtures, windows, door frames and other elevated areas; climbs up and performs work on ladders to reach elevated surfaces as needed; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions;
3. cleans, sweeps, vacuums, polishes offices, hallways, bathrooms, surrounding areas, including railings, bleachers, decking, sidewalks, drinking fountains;
4. drives a motor vehicle in the performance of assigned tasks;
5. replaces lights; makes minor repairs; performs minor repair and assembly tasks involving hand tools, collects and disposes of trash; moves furniture and equipment for special facility set-ups according to specifications; stores cleaning equipment and supplies; reports supply quantity levels to supervisory staff; assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts as required;
6. uses safety equipment, supplies and procedures to perform job duties, as required; reports safety, fire and sanitary hazards to supervisory staff.

C. Non-essential Functions

1. Performs other related duties as required.

CUSTODIAN (continued):

D. Knowledge, Skills and Abilities

Training Guidelines

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| <ol style="list-style-type: none"> 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 do moderate to heavy physical labor. 8. Ability to perform routine repetitive tasks on a continuous basis. | <ol style="list-style-type: none"> 1. Job experience; special courses. 2. Job experience; special courses. 3. Special courses; job experience; life experience. 4. Basic education courses; life experience. 5. Job experience; life experience. 6. Job experience; life experience. 7. Job experience; life experience. 8. Job experience; life experience. |
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E. 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.

F. Education and Experience

This position requires a combination of training and experience equivalent to successful custodial experience that has included demonstrated skill in the use of 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; or, an acceptable equivalent combination of training and experience. Possession of a valid California Driver's License and the ability to operate a motor vehicle is required.