

CUSTODIAN

DEFINITION

Performs a variety of custodial tasks maintaining assigned buildings and grounds in a clean, sanitary and safe condition.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Custodial Shift Supervisor or Maintenance and Operation Manager.

EXAMPLES OF DUTIES

Sweeps, mops, buffs, waxes, and seals floors.*

Extracts, shampoos and vacuums carpets and rugs.*

Empties and cleans waste receptacles.*

Cleans windows, walls, floors, furnishings, chalk and white boards.*

Cleans restrooms and shower rooms.*

Sweeps sidewalks and picks-up papers and other debris.*

Cleans drinking fountains.*

Polishes metal work and fixtures.*

Replenishes supplies, fills paper and soap dispensers.*

Replaces light bulbs.*

Turns out lights and locks doors and windows.*

Identifies and reports needed repairs and vandalism.*

Rearranges and moves furniture and equipment in rooms or auditoriums for special events and meetings as needed.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Current materials and equipment used for cleaning.

Proper use of cleaning disinfectants, materials, tools and equipment related to custodial work.

Safe work practices and sanitary regulations.

QUALIFICATIONS (continued)

Safe and proper use and storage of hazardous and toxic substances.

Ability to:

Operate custodial cleaning equipment.

Operate an aerolift and other equipment as assigned.

Follow oral and written instructions.

Meet schedules and timelines.

Work independently.

Establish and maintain cooperative working relationships.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education:

High School Diploma, GED or equivalent.

Experience:

None

License:

Possession of a valid State of California Class C driver's license.

Desirable:

Three to six months of custodial experience.

PHYSICAL REQUIREMENTS

This job requires physical ability to stand for extended periods of time, stoop and frequently lift or push objects up to fifty (50) pounds.

WORKING CONDITIONS

Subject to fumes from cleaning chemicals and exposure to cleaning agents or hazardous chemicals.