

CUSTODIAN

DEFINITION

Performs a broad range of custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff, and the public.

TYPICAL DUTIES

Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations.

Collects materials deposited in interior and exterior recycling receptacles; transports the materials to a recycling farm on campus; sorts recyclables in specific containers and discards foreign non-recyclable debris.

Services soap dispensers, towel and tissue boxes, and similar fixtures.

Cleans chalkboards/whiteboards, trays, and erasers.

Washes and spot cleans walls, windows, furniture, plumbing, light fixtures, window coverings, and related items.

Vacuums, shampoos, cleans, and treats carpeting.

Sweeps, dust mops, wet mops, scrubs, strips, seals, waxes, and polishes floors.

Sweeps and cleans tennis courts, lunch areas, walks, parking lots, stadiums, and other paved areas using manual and power equipment.

Washes interior and exterior ground level windows.

Hoses down and/or power washes exterior paved areas and building exteriors as required.

Moves, sets up, and adjusts chairs, desks, tables, and other furniture and equipment as required for classrooms, offices, and special activities.

Replaces incandescent bulbs and fluorescent tubes.

Unlocks, locks and secures assigned areas.

Refinishes hardwood floors.

Provides information in regard to locations of various campus facilities and otherwise assists students, faculty, staff, and the general public using the campus facilities.

Removes graffiti.

May operate a trash compactor and other equipment such as sweepers, blowers, power washers, electric carts, scrubbing machines, and steam cleaning machines.

May perform flag care and etiquette duties.

May operate college-owned vehicles on public streets.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Custodian** performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition.

A **Pool Operations Technician** makes tests of swimming pool water, operates pool equipment, and performs a variety of custodial work to keep a campus swimming pool facility in a sanitary and orderly condition.

SUPERVISION

Immediate supervision is received from higher-level custodial supervisory staff. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Proper and safe use of cleaning materials such as soaps, detergents, ammonia, disinfectants, and multi-purpose cleaning agents or chemicals
Types of floor sealers, floor finishes, and floor dressings
Sterilization and sanitation methods and techniques used in custodial work
Carpet cleaning methods and techniques
Safety and health practices relating to custodial work

Ability to:

Use the recommended materials, tools, and equipment
Safely use floor machines, vacuums, blowers, power washers, and other power equipment used in custodial work
Safely use chemical and cleaning agents used in custodial work
Safely lift and move heavy supplies, equipment, and furniture
Understand and follow written and oral instructions in carrying out assignments
Work effectively and harmoniously with college students, faculty, fellow employees, and community members

ENTRANCE QUALIFICATIONS

Education and Experience:

A. Graduation from high school or its equivalent **AND** successful completion of a custodial training course of at least 60 hours.

OR

B. Graduation from high school or its equivalent **AND** six months of full-time, paid janitorial or custodial experience.

Special:

A valid California class "C" driver's license.

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds