

CUSTODIAN I**DEFINITION**

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

DISTINGUISHING CHARACTERISTICS

A Custodian I performs a wide variety of custodial and maintenance tasks on assigned shift at various locations, under the supervision of higher-level custodial personnel.

A Custodian II performs a wide variety of custodial and maintenance tasks, on assigned shift, and may provide work direction and training to lower-level custodial personnel.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher-level custodial positions or Director of Facilities.

No supervision is exercised over District personnel.

EXAMPLES OF DUTIES

Sweeps, mops, waxes, and seals floors.

Vacuums rugs.

Dusts, washes, and polishes furniture and woodwork.

Empties and cleans waste receptacles.

Washes windows and walls.

Cleans restrooms.

Sweeps sidewalks and picks-up papers.

Cleans drinking fountains.

Polishes metal work.

Fills paper and soap dispensers.

Replaces light bulbs.

EXAMPLES OF DUTIES (continued)

Replenishes supplies.

Turns out lights and locks doors and windows.

Guards assigned areas to prevent vandalism.

Moves, arranges, and sets-up furniture and equipment for special events and meetings.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Common custodial cleaning methods and techniques.

Safe work practices.

Common cleaning materials, tools, and equipment.

Schedules and operational requirements of the college facility to which assigned.

Ability to:

Follow schedules and procedures.

Perform the physical activity involved in common custodial cleaning activities.

Operate custodial cleaning equipment.

Understand and carry out oral and written instructions.

EMPLOYMENT STANDARDS

Minimum Requirements:

None

License or Certificate:

Possession of a valid State of California Class 3 driver's license.