

# **CUSTODIAN**

(Part-time, non-benefited, unrepresented)

## **ESSENTIAL FUNCTIONS:**

### **TYPICAL DUTIES**

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Clean and sanitize restrooms/bathrooms using established practices and procedure.
2. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
3. Assist with the setup of facilities for meetings
4. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
5. Use and maintain assigned power equipment and hand tools; high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
6. Wash walls and equipment; use ladders when required in work assignments.
7. Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
8. Follow instructions regarding the use of chemicals and supplies. Use as directed.
9. Move furniture, equipment, supplies and tools on an incidental basis.
10. Wash accessible interior and exterior windows. Clean blinds.
11. Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
12. Attend to emergencies when necessary.
13. Attend safety meetings and other related meetings.
14. Handle recycling materials.
15. Call in work orders.
16. Safely operate all vehicles and other job related equipment.
17. Perform related duties as required.

## **JOB REQUIREMENTS**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- Ability to work under little supervision

## **Skills**

The incumbent must demonstrate the following skills:

- Team building
- Decision making skills
- Problem solving skills
- Effective verbal and listening communications skills
- Time management skills
- Ability to work with little or no supervision

## **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## **WORKING CONDITIONS**

### **Physical Demands**

The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions.

### **Environmental Conditions**

The Custodian works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors. The Custodian also regularly has to clean up bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.

## **EDUCATION AND EXPERIENCE GUIDELINES**

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and a combination of the Education and Experience requirements described below.

### **Education:**

High school diploma or equivalent required.

**Experience:** Minimum one year of experience in janitorial or custodial duties.

### **Licenses/Certificates:**

Possession of a valid California Class C driver's license, proof of insurance and satisfactory driving record is required.