



## CUSTODIAN I/II

**SALARY GRADE:** Level I: [C3-35](#); Level II: [C3-37](#)

### DEFINITION:

Under general supervision, performs a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew; performs tasks during the assigned shift to ensure cleanliness of assigned areas ; and does related work as required.

### DISTINGUISHING CHARACTERISTICS:

#### Custodian I

This is an entry-level position involving a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew. Under general supervision, the employee performs tasks during the assigned shift to ensure cleanliness of assigned areas, and do related work as required.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Custodian II after completing two years of service as Custodian I.

#### Custodian II

This is the second level in the Custodian series involving a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew. Under general supervision, the employee performs tasks during the assigned shift to ensure cleanliness of assigned areas, and do related work as required.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

#### General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general custodial duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

## **Job Responsibilities**

1. Sweeps, scrubs, and mops strips, waxes, and finishes floors in rooms, halls, stairways and public areas; vacuums and cleans rugs and carpets.
2. Cleans and disinfects restrooms and showers; dusts, waxes, and polishes furniture; cleans offices and lobbies; cleans windows, walls, window shades and blinds; dusts walls, ceilings, air vents and light fixtures.
3. Cleans chalkboards and white boards (dry erase boards).
4. Empties waste baskets and recycle containers, sorts recyclable materials in designated bins.
5. Operates scrubbers, buffers, waxers, vacuums and related tools and equipment.
6. Restocks janitorial and cleaning supplies; stores cleaning equipment and supplies; assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts to leads as required.
7. Turns out lights and locks doors.
8. Moves and rearranges chairs, tables, desks, and other furniture and equipment for special events and facility set-ups, according to specifications.
9. Works in both an indoor and outdoor environment, and is subject to frequent lifting, carrying, pushing, and pulling.
10. Inspects campus facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather, conditions, etc.

## **EMPLOYMENT STANDARDS:**

### **Custodian I**

#### **Knowledge of:**

1. Methods, materials, chemicals, disinfectants, safety practices and equipment used in custodial work.
2. Safety factors in the operation of equipment and materials.
3. Cleaning a commercial kitchen.

#### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of custodial equipment.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Perform routine work involving moderate to heavy physical labor.
6. Establish and maintain cooperative work relationships.

### **Education**

Equivalent to the completion of the twelfth grade.

### **Experience**

Experience in custodial or janitorial work.

### **License or Certification**

Possession of a valid class C California driver's license.

**WORKING CONDITIONS:****Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

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