

DATE: APRIL 2024

FLSA: NON-EXEMPT

SALARY: D

CBA DESIGNATION: CLASSIFIED BARAGINING UNIT

CUSTODIAN

BASIC FUNCTION

Performs the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned facilities, restrooms, and gymnasiums; moves furniture and equipment to set up for classes, activities, and functions; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of duties required to ensure that District buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs routine custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
2. Cleans classrooms, chalkboards, whiteboards, trays, erasers, tables, chairs, floors, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties and maintains waste receptacles; spot mops spills.
3. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes/disinfects mirrors, tile, walls, windows, and other hard surfaces; unclogs drains and toilets.
4. Sweeps and pressure washes concrete surfaces adjacent to District buildings.
5. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
6. Performs minor repairs, such as replacing dispensers; replaces light bulbs and tubes; reports other maintenance and repair needs to lead or supervisor.
7. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
8. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
9. Reports safety, sanitary, fire hazards, and need for maintenance and repairs to appropriate supervisor.
10. Participates in the thorough cleaning and restoration of campus facilities.
11. Interacts with and provides standard information to the public.
12. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
13. Maintains records of maintenance and cleaning activities; maintains inventory of equipment and

supplies in assigned area.

14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar, related, or a logical assignment to this class.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, and equipment used in custodial work and basic building maintenance.
2. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and cleaning equipment.
3. Use and minor maintenance of hand and power tools and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Safe work methods and safety practices pertaining to the work.
6. Safe driving rules and practices.

Ability to:

1. Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
2. Clean and care for assigned areas and equipment.
3. Perform basic and preventative maintenance to custodial equipment.
4. Travel to different sites and locations on campus.
5. Use a variety of small hand tools.
6. Maintain basic records.
7. Follow department policies and procedures related to assigned duties.
8. Understand and follow oral and written instructions.
9. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Communicate effectively in the course of performing work tasks.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Six (6) months of janitorial, building maintenance, or related experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility

to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is frequently needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and/or pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.