

Position: Custodian	Salary Grade: 9
Department: M&O	FLSA: Non-exempt

Summary

Performs custodial, grounds cleanup, and light maintenance of campus classroom, multi-use, office, or related facilities.

Essential Duties and Responsibilities

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Cleans lockers and showers. Removes trash and waste. Cleans trash receptacles and replaces liners.
- Cleans public entry and use areas including, but not limited to hallways, stairways, cafes, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Sweeps and uses a dust mop hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas. Empties pencil sharpeners, erases chalkboards and dry-erase boards and cleans chalk trays and erasers. Cleans entryway floor mats, and dusts furniture, fixtures, and equipment.
- Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Removes debris, including ice, using shovels, brooms, hoses, and air blowers. Empties and cleans outdoor trash and smoking urns.
- Replenishes towel, soap, cleanser, and other dispensers.
- On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oils or polishes woodwork, paneling, wood furniture, and metal fixtures.
- Cleans, washes, and dusts windows, window coverings and light fixtures.
- Participates in stripping, sealing, and refinishing of hard floors per regular schedule. Disinfects, scrubs, wet vacuum, and buff hard floors. Steam/dry cleans and shampoos carpets and fabric furniture. Cleans tiled areas.
- Performs limited minor servicing and maintenance to College fixtures. Makes minor plumbing fixture adjustments, unclogging toilets and sinks, tightening toilet seats, etc. Oils door hinges and wall panel glide tracks. Tightens loose fixtures. Performs minor repairs and adjustments on furniture, as necessary and appropriate. Replaces electrical cords. Unclogs, repairs, or replaces dispensers, as necessary. Resets ceiling panels. Repairs minor carpet damage.
- Rearranges, moves, and sets furniture and equipment at on and off-campus locations, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment. Assists in setting up public address systems for events.

- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Notifies the appropriate personnel of suspicious activity and/or persons in need of assistance.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Develops complete and current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in use in laboratory areas. Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Operates floor machines, automatic floor machines, wet/dry vacuums, carpet/steam/dry cleaning machines, finish applicators, steam cleaning machines, laundry machines, 2-way radios, and swimming pool vacuums. Operates trucks and other vehicles, such as forklifts.
- Inspects equipment for function and required servicing. Makes minor repairs and arranges for complex repairs.
- Prepares work order requests for maintenance services, as necessary.
- Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
- Performs other duties as assigned that support the objectives of the position

Qualifications

▪ **Knowledge and Skills**

Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires a working knowledge of safe forklift operation. Requires basic knowledge of building and plumbing repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ **Abilities**

Requires the ability to perform all essential duties of the position with general supervision. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain tools and equipment. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Must be able communicate effectively, both orally and in writing. Must be able to follow oral and written directions and read MSD sheets. Must be able to work independently and collaboratively. Must be able to learn and apply District policies and procedures with a reasonable period of time. Must be able to obtain materials awareness, and bloodborne pathogens exposure training within a reasonable period of time. Requires the ability to obtain a forklift certificate. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature, and to perform the following, with or without reasonable accommodation.

Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

The position requires a high school diploma or GED and 1 year custodial experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003

