

CUSTODIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision, maintains buildings, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift; and sets up and removes tables, chairs, and equipment for meetings and special events.

This is the journey level class within the Custodian series. Employees at the Custodian level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Lead Custodian in that the Lead Custodian provides lead supervisory responsibilities over assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates equipment including buffers and vacuum cleaners.
2. Empties, cleans, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
3. Dusts and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops; changes light bulbs and fluorescent tubes.
4. Cleans chalkboards and erasers; arranges classroom furniture; restocks classrooms with necessary supplies such as chalk and erasers.
5. Cleans and disinfects rest rooms, floor mats, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings.
6. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and venetian blinds; cleans filters and kitchen hoods.
7. Moves furniture or other heavy objects on request or for set-up of campus functions; makes minor repairs and adjustments to building fixtures and equipment.
8. Responsible for building security; locking and unlocking classrooms, buildings or offices; putting flags up or taking them down.
9. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair.
10. Operates campus vehicles as required.
11. Perform related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, materials, and equipment used in custodial work.
Safe work practices.
Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.
Operational characteristics of cleaning equipment and materials.
Occupational hazards and standard safety practices.

Ability to:

Perform the full range of custodial tasks.
Clean and care for assigned areas and equipment.
Learn to use a variety of custodial equipment, supplies, and equipment.
Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.
Perform minor maintenance repairs on assigned equipment.
Work independently in the absence of supervision.
Understand oral and written instructions and to communicate such instructions to others.
Read labels, signs and work schedules.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Some Custodial experience that includes minor building and equipment maintenance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

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Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 28, 1995
Johnson & Associates Revised: January 2007