DEFINITION:
Under direct supervision, to keep assigned rooms, buildings, or office space clean and orderly; and to do related work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Sweeps, scrubs, mops, waxes, oils, and buffs floors.
2. Vacuums rugs and carpets.
3. Refills paper and other sanitary holders.
4. Cleans and polishes chrome in showers.
5. Dusts, washes, waxes, and polishes furniture and woodwork.
6. Cleans and disinfects lavatories, drinking fountains, and waste containers.
7. Replaces light bulbs and fluorescent tubes.
8. Turns out lights and locks doors.
10. Moves and rearranges chairs, tables, desks, and other furniture and equipment.
11. Cleans blackboards.
12. Washes windows.
13. Assists in preparing for special events.
14. Reports sanitary and safety hazards and the need for repairs to proper authorities.
15. Directs visitors and safeguards district property.
16. Trains and supervises student helpers.
17. May assign lockers, and issue locks and towels.
18. Performs other related duties as assigned.
EMPLOYMENT STANDARDS:

Knowledge of:
1. Methods of cleaning and preserving floors, walls, and fixtures.
2. Cleaning materials, disinfectants, and equipment used in custodial work.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Use cleaning materials and equipment with skill and efficiency.
5. Perform heavy physical labor.
6. Understand and carry out oral and written directions.
7. Maintain cooperative relationships with those contacted in the work.

Experience:
1. One year of experience in custodial or janitorial work.

Education:
1. Equivalent to completion of the eighth grade.

Upon evaluation and recommendation by the supervisor and final approval by the Supervising Manager, the employee may move to Custodian II after completing 2 years of service as Custodian I.

Date Approved: March 1993
Range: L-35
EEO-Category: H-70