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Foothill-De Anza Community College District
Office of Human Resources and Equal Opportunity

Classification Services

Approved Position Description

For

Custodian II

DEFINITION:

Under general supervision, to keep assigned rooms, buildings, or office space clean and orderly; performs specialized tasks requiring special skills; 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. Replace light bulbs and fluorescent tubes.
8. Turns our lights and locks doors.
9. Picks up paper and other refuse from grounds.
10. Empties waste baskets.
11. Moves and rearranges chairs, tables, desks, and other furniture and equipment.
12. Cleans blackboards.
13. Washes windows.
14. Assists in preparing for special events.
15. Reports sanitary and safety hazards and the need for repairs to proper authorities.
16. Directs visitors and safeguards district property.
17. Performs tasks requiring specialized skills and use of more caustic or single purpose materials.
18. Trains and supervises student helpers.
19. May carry portable radio and be on call for general custodial duties anywhere on campus.

20. 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. Understand and carry out oral and written directions.
6. Maintain cooperative relationships with those contracted in the work.

Experience:
1. Three years of specialized experience in the District's methods of performing custodial and/or janitorial work, specialized requirements, and a familiarity with campus-wide facilities.

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

Date Approved: March 1993
Range: L-37
EEO-Category: H-70