

PALOMAR COMMUNITY COLLEGE DISTRICT

CUSTODIAN I

*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.*

DEFINITION

To perform general custodial duties related to the maintenance and cleaning of assigned buildings and facilities; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Custodian series. Employees within this class are distinguished from the Custodian II, by the performance of the full range of duties as assigned including identifying and reporting building maintenance needs. Employees at this level 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. This class is distinguished from the Custodian II in that the latter exercises technical and functional supervision over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Facilities Operations.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Clean, sanitize and maintain assigned buildings, classrooms, offices and restroom facilities.
2. Secure all assigned buildings; lock all doors and windows after evening classes.
3. Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets.
4. Dust and polish furniture, woodwork, fixtures and equipment; clean desks, tables and counter tops; clean and polish metal work such as door panels and hand railings.
5. Clean and sanitize restroom facilities and fixtures as assigned including sinks, urinals and toilets; wash windows, mirrors and walls; clean and sanitize showers as assigned; replenish restroom supplies as needed.
6. Sweep walks and entrances to buildings and classrooms; pick up papers and other debris in assigned areas.

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7. Empty, clean and sanitize waste receptacles in assigned buildings, classrooms, offices and facilities; clean windows, door glass and drinking fountains in assigned areas.
8. Operate custodial equipment, materials and supplies in a safe and effective manner.

Marginal Functions:

1. Identify and report building maintenance needs in assigned buildings and facilities.
2. Mix and measure a variety of cleaning disinfectants.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods, materials and equipment used in custodial work.
Basic mechanical applications and practices.
Proper measurements and dilutions of chemicals.
Regulations and applicable laws regarding the use and disposal of various hazardous materials.
Occupational hazards and standard safety practices.

Ability to:

Clean and maintain assigned areas and equipment.
Operate and use cleaning equipment, tools, materials and supplies.
Perform heavy physical labor.
Mix and measure cleaning disinfectants.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year custodial experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

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WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals, waste and infectious materials; work with machinery.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling; operating motorized equipment.