



Classification Title: Custodian I

Department:	Custodial Services	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	13
Supervision Received From:	An Assigned Supervisor in Custodial Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	7/2023

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 by individual positions.

JOB SUMMARY.

Performs general custodial duties in the maintenance and cleaning of assigned buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS.

Custodian I is the journey-level class in the Custodian series and is distinguished from Custodian II in that the latter class provides lead-level guidance and training to the Custodian I. Custodian I is fully trained on the policies, practices and procedures of the work unit.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Cleans and maintains assigned buildings, classrooms, offices and restroom facilities.
2. Secures all assigned buildings; locks all doors and windows at close of work day or after evening classes.
3. Sweeps sidewalks, stairs and concrete areas; picks up debris on campus.
4. Sweeps, vacuums, mops, waxes, strips and polishes floors; vacuums and shampoos carpets.
5. Dusts and polishes furniture, woodwork, fixtures and equipment; cleans desks, tables and countertops; cleans and polishes metalwork.
6. Empties and cleans waste receptacles.
7. Cleans and sanitizes restroom facilities and fixtures including sinks, urinals and toilets; washes windows, mirrors and walls; cleans and sanitizes showers as assigned; replenishes restroom supplies; installs dispensers.
8. Operates custodial cleaning equipment and utilizes custodial materials and supplies in a safe and effective manner.
9. Maintains and cleans custodial equipment and tools.

Marginal Functions:

1. Assists in moving and arranging furniture and equipment and setting up rooms for special events and meetings.
2. Identifies and reports building maintenance needs.

3. Maintains accurate records, files and logs.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications: One year of custodial experience.

Knowledge of:

1. Basic methods, materials and equipment used in custodial work.
2. Basic mechanical applications and practices.
3. Alarm codes needed to secure buildings.
4. Proper measurement and mixing of cleaning chemicals.
5. Organization and layout of buildings/facilities.
6. Occupational hazards and standard safety practices.
7. Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Skill in:

1. Cleaning and maintaining assigned areas and equipment.
2. Operating and using cleaning equipment, tools, materials and supplies.
3. Performing heavy physical labor.
4. Mixing and measuring cleaning solutions.
5. Understanding and following oral and written instructions.
6. Communicating clearly and concisely.
7. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
8. Establishing and maintaining effective working relationships with those contacted in the course of work.
9. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.

WORKING CONDITIONS.

Environmental Conditions: Indoor and outdoor environment; exposure to electrical energy, noise, dust, grease, potentially hazardous chemicals and fumes, waste and infectious materials; work with machinery and on ladders.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time; lift 25 pounds to shoulder height and 50 pounds to below the waist; bend, stoop, kneel and crawl; and operate motorized equipment and District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.