

Citrus College

Position Description

Position: Custodian	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to:	Salary Range: 22

Summary

Performs custodial, grounds cleanup, and light maintenance of campus classroom, multi-use, office, or related facilities.

Distinguishing Career Features

The Custodian is a service level position. Within this classification, opportunities exist – all offered with a supplemental stipend – to serve as part of a special team (e.g., floor crew) or work off-hour shifts. Advancement potential exists based on need and incumbent's compliance with the stated qualifications, to Grounds and Maintenance positions.

Essential Duties and Responsibilities

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, pencil sharpeners, boards.
- Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Empties and cleans outdoor trash and smoking urns.
- On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oils or polishes woodwork, paneling, wood furniture, and metal fixtures.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.

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Effective July 1, 2004

Revised: 4/2/08 sc & rn

- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
- Performs other duties as assigned that support the objectives of the position

Qualifications

▪ Knowledge and Skills

Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires basic knowledge of building and plumbing repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ Abilities

Requires the ability to perform all essential duties of the position with general supervision. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain tools and equipment. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions and read MSD sheets. Must be able to work independently and collaboratively. Must be able to learn and apply College policies and procedures within a reasonable period of time. Must be able to obtain materials awareness and blood borne pathogens exposure training within a reasonable period of time. May require the ability to perform work assignments on varying shifts.

▪ Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

▪ Education and Experience

The position requires a High School diploma or equivalent and 1 year custodial experience.

▪ Licenses and Certificates

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A valid driver's license will be required if a custodian is to be assigned to the floor crew.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens.