



CUSTODIAN II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	46	07/01/2017	Classified	1 of 2

DEFINITION

To perform custodial work involving the care, maintenance and cleaning of rooms, office space, buildings and related facilities; and to assist in maintaining the safety and security of District and college facilities.

DISTINGUISHING CHARACTERISTICS

Custodian I - This is the entry-journal level classification in the Custodian series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher level employees.

Custodian II– This is the journey-level classification in the Custodian series. Positions in this classification require that the employee be able to substantially perform the full range of duties for the classification, requiring complete knowledge of custodial methods and procedures. Employees are required to use a variety of custodial equipment including vacuums, buffers, and power strippers.

Custodian, Lead - Positions in this classification act as a lead and provide direction to assigned staff in general custodial maintenance at a college site. Provides guidance and instruction on techniques, methods and procedures for accomplishing assigned tasks and solving problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Sweeps, mops, waxes, buffs and polishes floors; dusts and polishes furniture, woodwork, fixtures and equipment.
- Washes windows, walkways and walls and removes graffiti.
- Cleans and disinfects toilets, sinks, mirrors, hand plates, dispensers, fountains, glass doors and windows according to prescribed methods.
- Stocks paper in restrooms; fills soap dispensers.
- Empties trash receptacles and washes them when soiled; relines receptacles with bags as needed.
- Moves and arranges furniture and equipment; may set up rooms for special meetings or classes.
- Secures facilities at the end of work shift, including locking doors, windows and setting alarms.
- Maintains and distributes the supplies in various custodial stations; this involves loading the truck and maintaining the supply inventory.
- Maintains and operates floor maintenance equipment.
- Cleans and makes minor repairs, including changing light bulbs and lamps.



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- Assists in training other custodial staff.
- May have to dispose and remove hazardous waste material and e-waste material.
- Prepares work orders using a computer.
- Maintains proper standards of cleanliness in assigned areas.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in cleaning of buildings, office space and rooms.
- Methods of cleaning and preserving floors and carpets, walls and fixtures.
- Disinfecting and sanitizing restrooms.
- Safe work practices and safe operation of vehicles and equipment.
- Using personal protection equipment.

Skill/Ability to:

- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Operate and maintain a variety of custodial power equipments.
- Perform tasks independently and use sound judgment in the absence of supervision.
- Understand and follow both oral and written instructions.
- Ability to identify chemicals and handle them appropriately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- One (1) year of experience performing custodial duties in a similar work environment.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Adopted: 07/01/17