

CUSTODIAN

Definition

Under the direction of the General Manager and Office Manager, the custodian is responsible for helping maintain and care for our facilities. The District takes great pride in the external and internal appearance of our facilities and sees them as a reflection of the services we offer our community. The Custodian must be careful and thorough in his/her work, cleaning and tidying the premises with great care and an eye for detail.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Thoroughness and commitment to ensuring spaces are ready for the next day, including taking out trash, tidying, rearranging furniture, and wiping surfaces as needed
- Daily Sweeping and mopping of floors, as well as vacuuming carpets and use of scrubber machine as needed
- Daily cleaning and sanitizing of all bathroom facilities, including toilets, sinks, and walls
- Restock necessary items (e.g. soap, paper products)
- Cleaning of mirrors and windows as needed
- General outdoor services and maintenance, such as sweeping entry areas, cleaning glass doors at entrances
- Safe and proper use of insecticides to prevent infestation by dangerous pests
- Ability to perform basic maintenance work and minor repairs is a plus (replacing broken switches, repairing door handles, replacing lightbulbs etc.)
- Commitment to reporting major damages to management
- Lockdown facilities at end of day including locking doors, closing windows, and setting the alarm
- Undertake occasional seasonal tasks (e.g. strip and wax floor in David Head Hall)

Knowledge Of

- Methods, equipment, and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures (e.g., toilets, urinals, sinks, partitions, countertops) to sanitize and maintain appearance.
- Methods, equipment, and cleaning solutions for mopping and scrubbing floors to remove stains, dirt, or maintain floor surfaces.
- Methods and equipment for vacuuming carpets, office furniture, vents, or upholstery to remove dust, debris and/or liquid.
- Methods, equipment, and cleaning solutions for washing windows, mirrors, and glass doors to remove smudges, fingerprints, dirt, and debris.
- Methods, equipment, and chemicals for stripping wax/floor finishers from floors to prepare floor for a new finish.
- Methods, equipment, and chemicals for applying wax/floor finishers, sealers, or finishes to maintain floor surfaces.
- Methods, equipment, and chemicals for polishing floors to maintain floor surfaces.

- Methods, equipment, and cleaning solutions for shampooing carpets to remove stains, dirt, or maintain floor surfaces.
- Basic recycling procedures to recycle materials as required and to comply with recycling program.
- The types and uses of personal protective equipment.
- Knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 45 pounds.

Ability To

- Read and understand Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job.
- Read and understand information in English (such as labels, chemical preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.)
- Understand and follow written instructions.
- Work evenings, weekends, and holidays.

Minimum Qualifications

- High school diploma is preferred, but not required
- Work experience as custodian, janitor, or a similar role
- Solid working knowledge of industrial cleaning equipment and appliances and how to maintain them
- Knowledge of safety protocols such as disposal of chemicals and other hazardous items
- Detail oriented and conscientiousness
- Stamina, good physical condition, and strength
- Ability to work 8 hrs. on your feet and physical strength to lift 45 lbs

Supplemental Information

Physical Requirements:

Accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

- Mobility and dexterity to work in a standard office setting.
- Ability to work outdoors in all types of weather.
- Ability to work at various locations throughout the District.
- Ability to use standard office equipment and attend off-site meetings.
- Speech and hearing to communicate in person and by telephone.
- Strength and agility to lift and carry items weighing up to 45 pounds.
- Ability to make frequent decisions and maintain concentration with distractions;
- Frequent public and coworker contact; occasional working alone.
- Candidate is required to take and pass a physical examination and drug screening.

This Job Description does not list all responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position.

I have been given a copy of this Position Description. I am aware this Job Description is not a contract and all specific details of the position are not included in the Job Description. I, acknowledge I have reviewed this Job Description and I completely understand the terms stated therein. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.
I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature: _____

Date: _____

Employee Name: _____

(Please print)