

CUSTODIAN

Reports to: Maintenance and Operations Manager

Division: Administrative Services

Our ideal candidate

Ideally, you will have a “can-do” attitude, and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

General description

Responsible for performing a variety of custodial duties necessary to maintain assigned buildings in a clean, secure, and operable condition.

Specific duties and responsibilities

- Sweep, mop, strip, wax, and buff floors; vacuum spot clean, and shampoo carpets
- Wash and dust screens, doors, desks, counters, table tops and walls
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls
- Restock towel, tissue, and soap dispensers
- Empty pencil sharpeners and trash containers
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings
- Maintain security by checking doors, windows and lights
- Set up Board Room and other rooms for meetings and special events
- Move materials, equipment, and furniture between various rooms at assigned buildings and County Education Office and various sites
- Perform related duties as assigned

Requirements

Education: High school diploma preferred

Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed below and six month’s experience in the care and cleaning of buildings and facilities

Knowledge and skills:

- Methods and materials used in cleaning buildings and related fixtures and equipment
- Basic methods, tools, and equipment and materials used in building maintenance.
- Methods of moving materials, equipment and furniture safely and efficiently
- California Motor Vehicle Code and health and safety regulations
- Oral and written communication skills

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Abilities

- Clean buildings and related fixtures and equipment
- Perform simple repairs to assigned buildings
- Move items safely between different locations
- Understand and follow oral and written directions
- Lift, carry, push, or pull materials and equipment weight up to 50 pounds
- Work from tall ladders
- Work cooperatively with others

Licenses and certificates

Valid California driver's license

Working conditions

Indoor and outdoor environment, subject to travel between sites, lifting, climbing, noise, dust, fumes, and cleaning chemicals.

Salary range 58

<i>Approved by the Personnel Commission:</i>	May 22, 1987
<i>Revised:</i>	May 28, 1992
<i>Revised:</i>	Nov. 24, 1999
<i>Revised:</i>	Dec. 17, 2015
<i>Revised:</i>	June 23, 2016