

## **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