

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Custodian

Unit: Maintenance & Operations

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Job Code: E1290
Original Date: 08/1983
Last Revision: 01/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 13

DEFINITION

Under the direction of a Senior Custodial Crew Leader, Custodial Crew Leader, Custodial Supervisor, or other supervisor, maintain assigned area such as classrooms, offices, buildings, and outside grounds in a clean, safe, and orderly manner. Assist with special setups as required.

EXAMPLE OF DUTIES

1. Clean, sweep, scrub, strip, mop, wax, seal, and buff various floor surfaces; vacuum, shampoo, and spot clean rugs and carpets; clean walls, furniture, blinds, and air vents and pick up hazardous substances. Clean and disinfect lavatories, toilets, drinking fountains, and other plumbing fixtures; wash windows; dust, wax, and polish furniture and woodwork. Clean chalk/white boards.
2. Operate equipment, such as floor buffers, vacuum cleaners, carpet scrubber, plungers, radio, 2- and 4-wheel dollies, electric lift, electric/gas cart, ladders, power washer, and grounds blowers. May operate a motor vehicle.
3. Set up furniture and equipment for meetings, graduations, and events; rearrange furniture and equipment as required.
4. Empty and clean waste and recycling containers; pick up paper and other refuse from buildings, facilities, and grounds; scrub, sweep, and clear walkways and outside areas. Remove debris from storm drains, roof, and gutters.
5. Perform minor repairs, such as replace dispensers and ceiling tiles or assemble furniture; replace light bulbs; change filter in waterless urinals.
6. Open school facilities; turn on/off lights and lock/secure doors; inspect doors, windows, locks, and equipment to assure security and proper working order; arm and disarm security alarms to safeguard district property.
7. Perform incidental duties, such as: remove graffiti; minor touch up painting; report sanitary and safety hazards to the proper supervisory/manager; raise and lower flags.
8. Refill paper, soap, and other sanitary dispensers.
9. May assist in receiving, storing, delivering, and inventorying supplies as assigned or in the absence of the supervisor.
10. Provide information and directions to students, staff, and community; direct visitors; provide assistance during emergency situations.
11. Perform related duties assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic health and safety regulations.
- Cleaning materials, disinfectants, and equipment utilized.
- Common tools and their names.
- Methods of cleaning and preserving floors, furniture, walls, and fixtures.
- Proper mixture ratios for chemicals cleaning agents.

Skills and Abilities:

- Maintain positive working relationships and interpersonal communication style.
- Perform moderate physical labor.
- Understand and follow oral and written directions.
- Utilize cleaning materials and equipment efficiently.
- Work cooperatively with others.

License:

- Valid California driver's license.

Training and Experience:

- Any combination of training and experience equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS

Physical Requirements:

- Category I, may require physical exertion, stamina, and flexibility.

Environment:

- Outside, inside, subject to fumes, odors, toxic conditions, and dust; work with cleaning chemicals.