Position: Custodian
Position Number:
Department/Site: Maintenance
FLSA: Non-Exempt – (Classified L-39)
Reports to: Custodial Supervisor
Salary Range: 13

DEFINITION
Under supervision, to keep assigned buildings, classrooms, laboratories, hallways, lavatories and office spaces clean and orderly; to perform custodial tasks in the care of floors, chalkboards, white boards, furniture, walls, and equipment; and to perform related work as required.

CLASS CHARACTERISTICS
Positions in this class perform routine custodial duties during day or evening shift. A major portion of the incumbent’s time is spent in cleaning varied surfaces on a schedule requiring incumbents to maximize the efficiency of cleaning procedures. Incumbents typically perform duties under the supervision of a Custodial Supervisor. The following duties are typical of the positions in the class collectively, but no one position would normally include all of these duties, nor is any one position necessarily limited to any one of these duties. Positions in this class perform work which is highly structured, which seldom varies, and which is performed in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES
Sweeps, scrubs, mops, and waxes and otherwise cleans and preserves floors; vacuums, spot cleans, and shampoos rugs and carpets in classrooms, offices, workshops, laboratories, and other work areas; dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles and pencil sharpeners; cleans and restocks restrooms; washes windows, chalkboards, white boards, and walls; polishes metal work; takes routine care of custodial equipment and materials; moves and arranges furniture and equipment; sets up theater, cafeteria, and classrooms for special events and meetings; makes minor non-technical repairs to building and fixtures; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; turns lights on and off; unlocks and locks doors and gates; picks up paper and debris; picks up trash containers and empties into large bins; may assist others in making repairs; cleans and seals bleachers; cleans vandalized walls and surfaces as necessary; and performs related work as required.

QUALIFICATIONS
KNOWLEDGE OF:
Use basic methods, materials, and equipment used in custodial work;
Good work habits;
Appropriate safety precautions and procedures;
Basic tools used in the routine maintenance of campus buildings and facilities.

ABILITY TO:
Learn schedules, procedures, and the use of tools and equipment used in custodial work;
Work without immediate supervision;
Learn to use cleaning materials, disinfectants, and equipment used in custodial work;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE
Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine janitorial, custodial, or cleaning work demanding heavy physical stamina and promptness.

PHYSICAL DEMANDS AND WORKING CONDITIONS

LIGHT WORK:
Positions in this class perform work which involves the frequent lifting, pushing, and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

MOBILITY:
Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Some positions in this class require the mobility to stand, stoop, reach, and bend.

OTHER CONDITIONS:
Most incumbents in this class are required to work evening shifts.