

Job Description(s) for President's Cabinet Review - October 8, 2024

Job Description	
Title:	Custodian I
Unit:	CSEA 651
Range:	44 (Previously 39)
Synopsis:	Modification
Rationale:	The Classification Committee recommended the salary range be increased from B-39 to B-44. The job description was also revised to be more reflective of the necessary essential functions and experience and education needed to be successful in this classification; standard language was added.
Incumbent:	33
Approved?	

Martha Stone

President's Signature

October 8, 2024

Date

Comments:

CUSTODIAN I

DEFINITION

Under general supervision, performs a range of custodial duties and responsibilities, **utilizing the designated cleaning system** to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. **Receives direction and guidance for day-to-day work from the Lead Custodian or Coordinator, Custodial Services.** Provides basic instructions or training to ~~temporary employees and/or~~ staff.

CLASS CHARACTERISTICS

This is the journey-level I in the custodial class series that performs the full range of duties required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other College staff and/or the public, depending upon assignment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. **These technical duties can be performed under supervision, uses heavy duty equipment, is able to address more advanced stages of pathogens, and is capable of performing the most complex duties assigned to the function.** This class is distinguished from Custodian II **Lead Custodian** in that the latter is responsible for **overseeing custodial projects, daily activities, and assigned custodial personnel for the purpose of ensuring functions are performed efficiently and in compliance with established standards for maintaining a clean, sanitary, safe, and organized environment.**

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
2. **Uses specialized tools and equipment including electrostatic applicators, foggers, and other enhanced methods of disinfection with use of associated chemicals, and United States Environmental Protection Agency (EPA) registered sanitizer, and disinfectant multipurpose tablets.**
3. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, elevators, and other facilities as assigned; dusts and polishes

furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.

4. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows with standard and specialized cleaning equipment; unclogs drains and toilets.
5. Cleans, disinfects, and sanitizes areas utilizing recommended processes when anyone is exposed to human blood, blood by-products, or other potentially infectious materials according to Occupational Safety and Health Administration's (OSHA) Blood-Borne Pathogen Standards and the Center for Disease Control (CDC) guidelines for Disinfection and Sterilization guide.
6. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings.
7. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubbers (both ride on and walk behind), pick-up machines, **power washers**, extractors, steamers, bonnetings, and other equipment as assigned.
8. Performs minor maintenance **and repairs** to buildings (**including office, classroom, and restroom facilities**) and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, whiteboards, trays, and erasers; empties pencil sharpeners; cleans tables, chairs, and floors.
9. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums, and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
10. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
11. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
12. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
13. **Safely removes and disposes of animal/pest remains from indoor premises.**
14. Maintains work areas in a clean and orderly condition, **including custodial carts and closets and securings supplies and** equipment at the close of the workday.
15. Provides needed information and demonstrations concerning how to perform certain work tasks ~~to new employees~~; observes safe work methods and makes appropriate use of related safety equipment as required.
16. ~~Assists in m~~**Maintainings** records of maintenance and cleaning activities; inventory of equipment and supplies for assigned area(s), **including maintaining minimal levels of supplies and functional tools.**
17. **Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.**
18. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**

19. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated **mandated** trainings, **as required**. Prepares and delivers oral presentations related to assigned areas if needed.
20. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
21. **Maintains regular attendance.**
22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, **designated cleaning systems**, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning **and disinfecting** methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
3. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Basic principles and procedures of record keeping.
6. **Designated cleaning systems such as OS1 Cleaning System.**
7. Safe work methods and safety practices pertaining to the work **such as those found on safety data sheets and product labels.**
8. **Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.**
9. Safe **work practices, including safe** driving rules and practices.
10. **Two-way radio usage and etiquette.**
11. Techniques for providing a high level of customer service by effectively **dealing interacting** with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic **levels**, and ethnic groups.

Skills & Abilities to:

1. Use and operate a variety of custodial equipment, including vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, broom, and window washing equipment.
2. **Maintain specialized safety training and completion of annual refreshers for pandemic planning, blood-borne pathogens, hazard awareness, respiratory protection awareness, vacuum, restroom, light duty, and utility specialist.**
3. Clean and care for assigned areas and equipment.
4. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
5. Follow department policies and procedures related to assigned duties.
6. Understand and follow oral and written instructions.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Use English effectively to communicate in person, over the telephone, and in writing.

9. **Safely operate and maintain a variety of assigned College equipment and vehicles.**

10. **Communicate effectively through various methods.**

11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Experience equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

1. **Equivalent to the completion of the twelfth (12th) grade; or**
2. **Six (6) full-time equivalent months of experience, sufficient training, and experience to demonstrate the knowledge and abilities listed above.**

Licenses, and Certifications, and Requirements:

1. Possession of, and ability to maintain, a valid California driver's license.
2. **Possession of, and ability to maintain, valid proof of automobile insurance.**
3. **Successful candidate(s) will be required to take and pass a physical exam.**

PHYSICAL DEMANDS

Must possess mobility to work in various College buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects **weighing** up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, **potentially hazardous** chemicals, **subject to exposure to biological conditions that may be potentially unhealthful or hazardous**, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.