

CUSTODIAN

DEFINITION

Performs standard custodial, cleaning and minor maintenance duties in City buildings, facilities and adjacent grounds; interacts with and provides basic information and assistance to the public; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct supervision from the Senior Center Administrator or other supervisory staff. No direct supervision is exercised.

CLASS CHARACTERISTICS

This is a working-level custodial class. Work is often performed in an assigned area and may involve working around other City staff and/or the public, depending upon assignment. This class is distinguished from other maintenance classes in that the latter performs semi-skilled to skilled maintenance work in a specified area, such as streets, parks or collections systems, while the duties of this class are more related to the custodial function, with maintenance activities fulfilling a lesser part of the job responsibilities.

EXAMPLES OF DUTIES (Illustrative Only)

- Sweeps, mops, scrubs and polishes floors; sweeps, vacuums and spot cleans carpeted areas.
- Dusts and polishes furniture and woodwork; dusts counters, window sills, window blinds and similar fixtures.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, window blinds and furniture; polishes metalwork.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary; may do basic plumbing such as replacing washers or clearing drains.
- Cleans lighting fixtures; may replace bulbs or tubes and reports the need for additional repair.
- Strips, seals and buffs floors.
- Maintains exterior building areas, including landscaping, in a clean and orderly condition.
- Closes windows, turns off lights and locks doors to secure buildings.
- Maintains equipment, materials and supplies in proper condition.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public if working in a public facility.
- Reports unauthorized persons and other security problems.
- Keeps basic records of work performed, timesheets, etc.
- May set up meeting rooms and rearrange furniture.

QUALIFICATIONS

Knowledge of:

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Safety practices and equipment related to the work.
- Basic facility maintenance techniques and materials.
- Basic shop mathematics.
- Basic techniques for dealing with the public.

Skill in:

- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Education and Experience:

Equivalent to graduation from high school and six months of experience in janitorial or custodial work.

Working Conditions:

Must be willing to work extended shifts, weekend shifts or be called back in emergency circumstances and to work with exposure to potentially hazardous chemicals such as cleaning solvents.

Physical Demands:

Mobility to perform custodial and related basic maintenance work, including operating hand and power equipment; stamina to stand and walk for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment and to set up furniture and equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.