

CUSTODIAN I

DEFINITION

Under general supervision; to perform a variety of general cleaning and custodian work; to keep assigned areas and County Buildings in a clean and orderly condition; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Custodian classification series. Incumbents in this class learn to perform a variety of custodial duties in cleaning County buildings and other county facilities. As encumbered demonstrates increased skills and experience, it is expected that most encumbered in the class will be promoted to the Custodian II level.

REPORTS TO

Buildings and Grounds Maintenance Supervisor I, II.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

CUSTODIAN I - 2

EXAMPLES OF DUTIES

- Performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors.
- Cleans and vacuums rugs and carpet.
- Waxes and polishes furniture and woodwork.
- Cleans hallways, lobbies, restrooms, and offices.
- Cleans ceilings, walls, blinds and light fixtures.
- Empties and cleans waste receptacles.
- Polishes metal work.
- Cleans and disinfects restrooms.
- Replenishes supplies.
- May wash windows.
- May move and arrange furniture and equipment.
- Turns out lights and locks doors and windows.
- Replaces light bulbs and tubes.
- Operates scrubbers, buffers, waxers, and other equipment and machinery.
- Requisitions supplies as needed.
- Observes and reports needed repairs to buildings and equipment.
- Maintains equipment used during the course of the work.
- Picks-up and delivers mail.
- May assists with and performs minor building maintenance work.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; uses vacuum cleaners, scrubbers, buffers, and waxing equipment.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environment; some exposure to varying temperatures, controlled and hazardous substances, and chemicals; some contact with staff and the public. May work around electrical current and moving machinery parts.

CUSTODIAN I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Custodian supplies, equipment, and methods.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Safe work practices.

Ability to:

- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Read and write at the level required for successful job performance.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for tools used.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationship.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous experience performing in custodial work is highly desirable.

Special Requirement: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

- Pass a County physical.
- Pass a Drug screen and background check.