

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Custodian

Department: Custodial Services

Location: District Wide

Date: 7/13/16

POSITION PURPOSE

Reporting to a Custodial Supervisor or assigned administrator, perform a wide variety of custodial, maintenance, and moving tasks in the care, cleaning and setup of assigned classrooms, offices and facilities and keep them in a clean, sanitary, and safe condition.

DISTINGUISHING CHARACTERISTICS

A custodian does light to heavy janitorial labor utilizing the full range of custodial power-driven equipment and floor cleaning machines to maintain assigned building or grounds. Public contact primarily involves college personnel. Incumbent may work on a revolving crew, on a variety of shifts and at various locations.

KEY DUTIES AND RESPONSIBILITIES:

1. Sweep, scrub, mop, wash, polish, strip and wax concrete, linoleum, tile, and wood floors using various low and high speed power machines; scrub, clean, and seal cement, terrazzo and ceramic tile floors.
2. Operate a hot water pressure (steam) cleaner in the cleaning of aggregate and cement floor surfaces.
3. Burnish, re-stripe and refinish hardwood gymnasium and other hardwood flooring.
4. Scrub baseboards and walls; vacuum, shampoo and spot-clean carpeting; clean ceilings, air vents, and light fixtures.
5. Dust, wash, and polish furniture and woodwork; wash and clean windows, walls and chalkboards, whiteboards and smartboards.
6. Clean and maintain restrooms, shower and locker rooms, cafeterias, offices and related facilities.
7. Empty and clean waste receptacles; sweep sidewalks, pick up papers and clean drinking fountains.
8. Replenish supplies and fill paper and soap dispensers; deliver supplies, furniture and equipment from one campus location to another.
9. Turn out lights, lock doors and windows, and set alarm to ensure security of the buildings and restricted areas.
10. Use a variety of electrical, mechanical, and hand tools to move, set up and knock down staging, seating, and audio-visual equipment used for community or District activities and events.
11. Operate manual sprayers for insecticides inside buildings.
12. Assemble, set up, or move furnishings such as desks, file cabinets and chairs including heavy items such as fireproof cabinets, weight room equipment and computer equipment.

13. Operate District vehicles such as a flatbed truck, a manual transmission moving van and other vans, station wagons, dump truck, gas and electric forklifts.
14. Set up and work off scaffolding, ladders, and other equipment at heights to 30 feet to clean windows and vents.
15. Test new products and equipment; report (oral or written) on results.
16. Use materials such as cleaning products, chemicals, floor finishes, strippers, insecticides and pesticides.
17. Carry portable radio or cell phone during work and be available for general custodial duties anywhere on campus.
18. Observe and report conditions which may indicate vandalism, illegal entry or fire hazard.
19. Work as a team for the set up and cleanup of athletic, community service and college events.
20. Input work orders; fill in for a custodian at any district location as assigned.
21. Lift, carry, and move heavy objects.
22. Replace carpet tiles and make minor repairs to furniture as needed.
23. Assist in compiling District property inventories.
24. Assist in the training of new Custodial employees.
25. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Effective and safe methods used in general custodial/janitorial work;
2. Operation and use of power driven equipment, including light truck, moving van, forklifts and utility vehicles.
3. Operation, use, and maintenance of wet and dry vacuum machines, low and high speed floor machines, rotary and "steam" carpet shampoo machines, high pressure "steam" cleaners, and power driven sweepers.
4. Operation and maintenance of hand sprayers for insecticides.
5. Safe and proper method of collecting and disposing of hazardous materials.

Skills and Abilities to:

1. Read, write, and speak in English.
2. Understand and carry out oral and written instructions specified in English.
3. Exercise judgment in carrying out assigned tasks without detailed instructions.
4. Operate office equipment, computers, smartphones and tablets with related software.

5. Use cleaning materials and equipment with skill, efficiency, and safety.
6. Perform sustained physical labor requiring lifting and carrying up to 50 pounds without assistance.
7. Safely operate custodial power driven equipment and floor cleaning machines and equipment.
8. Safely work on scaffolding and ladders at heights up to 30 feet.
9. Work in areas that may require use of respirator or protective clothing.
10. Pass a complete physical examination prior to permanent appointment.

REQUIRED QUALIFICATIONS

Experience and Education:

1. Completion of formal or informal education which assures the ability to read, write and speak at the level sufficient for successful job performance.
2. Experience in building or related cleaning work.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Certificates:

1. Possession of a valid California Class C Driver's license.

WORKING CONDITIONS

1. Indoor, office environment and outdoor environment with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals, and fumes.
4. Includes travel to conduct work.

Board Approved: 7/12/16
Salary Range: 65
EEO Category: 2B6 – Service/Maintenance