

CUSTODIAN

Series Specification

Custodian

Lead Custodian

Head Custodian

DEFINITION

This series specification describes three classes used to perform and oversee cleaning work, under the supervision of the assigned supervisor/manager.

LEVEL DESCRIPTIONS

Custodian: Under general direction, perform a wide range of cleaning and minor maintenance duties. Oversee temporary employees.

Lead Custodian: Under moderate oversight, assigns and reviews the work of three or more regular custodians, and performs cleaning duties and minor repair work.

Head Custodian: Under minimal oversight, performs most advanced duties; this position is distinguished from the Lead position by the amount of responsibility, leadership and discretion exercised, expertise demonstrated, and complexity and scope of work performed. Assigns and reviews the work of a custodial staff of three or more regular custodians assigned to a shift; assists in selecting staff and planning work schedules; performs cleaning duties and minor repair work.

TYPICAL DUTIES

Custodian: Sweep, scrub, apply finishes to and polish floors; vacuum and steam rugs and carpets; sweep walks and entrances; clean windows, woodwork, walls and furniture; disinfect/clean restrooms and drinking fountains; pick up refuse and recyclables and transports; move and arrange furniture and equipment for classroom changes and set-up for college and community events; move and wash district/college vehicles; participate in thorough cleaning and restoration of facilities during off-peak periods (at which time work shifts may change to accommodate cleaning schedule); lock and unlock doors, gates and windows; perform maintenance and minor repairs; receive and pick up supplies and equipment; operate and maintain cleaning equipment; report safety, sanitary and fire hazards. Perform other duties as assigned.

Lead Custodian: In addition to the duties of the Custodian, oversee and coordinate the work of three or more regular custodians; ensure that the areas of responsibilities are maintained in a clean, orderly, and safe condition; receive requests for furniture or equipment setups, and assign special work as required; assume responsibility for seeing that the instructions of the custodial supervisor are carried out on the shift to which assigned; distribute custodial supplies; solve minor problems in floor care such as carpet damage, floor stains; oversee window cleaning on multi-storied buildings; perform custodial duties and has responsibility for a regularly assigned cleaning area; keep records and submit reports. Perform related duties as assigned.

Head Custodian: In addition to the duties of Custodian and Lead Custodian, oversee inventory and ordering of custodial supplies; accept requests for emergency repairs and take corrective action. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

| <u>Promotional</u> | <u>General</u> |
|---|---|
| Custodian | |
| None. | One year of general work experience including some experience in custodial work. |
| Lead Custodian | |
| One year of experience in Los Rios Community College District performing duties at the level of a Custodian. | Two years of custodial work experience including a year of experience in a lead capacity. |
| Head Custodian | |
| One year of experience in Los Rios Community College District performing custodial duties at the level of Lead Custodian. | Three years of custodial work experience including at least one year in a lead or supervisory capacity. |

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

All Levels: Methods, materials, and equipment used in custodial work; applicable policies, regulations, procedures and processes; and federal, state, and local laws and regulations; effective customer service skills; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

Lead And Head Custodian: Fire and other safety hazards involved in the operation of a college plant; basic principles of leadership, oversight and training.

ABILITY TO

All Levels: Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Lead and Head Custodian: Work with minimal direct supervision; effectively train, assign and oversee the work of others.

Physical And Environmental Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; maneuver, twist, crawl and work in confined and cramped spaces (such as attics, crawl spaces, etc.); twist body up to 45 degree angle; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects (up to 50 pounds) with (or without) assistance (from floor level to above shoulder level); climb and descend 8 to 16 foot ladders and/or stairs (with heavy objects with or without assistance); work on multiple surfaces more than 12 feet above ground level; work on wet, slippery (and icy) surfaces; wear personal protective and safety equipment when appropriate and/or required (including a respirator); operate and manipulate hand, electric and others types of tools and equipment related to the duties of the position; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current cleaning technologies and equipment; other equipment common to the field to which the position is assigned.