

**PERALTA COMMUNITY COLLEGE DISTRICT - November 8, 2007**

**CLASSIFIED JOB DESCRIPTION**

**CUSTODIAN  
(IUOE Local 39 Salary Range 32)  
Job Code: 046**

**CLASS PURPOSE**

Under supervision, the Custodian performs a wide variety of custodial duties for cleaning assigned areas, rooms, buildings or office space. It differs from the class of Lead Custodian in that the latter has lead supervisory responsibilities. This is the working level of the custodial series. Incumbents are generally expected to be able to use standard cleaning materials and equipment in the performance of their duties.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Cleans, sweeps, scrubs, strips, mops and waxes floors
- Vacuums, shampoos and extracts dirt from rugs and carpets
- Cleans rest rooms, offices, shops, classrooms, kitchens, labs, theater, locker rooms and gym areas
- Washes walls and removes graffiti
- Cleans windows and drinking fountains
- Empties and cleans waste containers
- Cleans chalk boards, white boards and erasers
- Replaces lights and cleans diffusers
- Empties garage and trash cans
- Secures buildings having an alarm system
- Reports needed repairs, hazardous materials or safety violations to supervisors
- Assists in moving supplies and arranging furniture and equipment
- Sets up facilities for special events
- May assist in ordering, receiving, storing and inventorying of working supplies from college stores
- May make minor non-technical repairs
- Performs other related duties as assigned

**Job Description:** Custodian

## **MINIMUM QUALIFICATIONS**

1. Equivalent to one year of custodial or janitorial experience, or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Methods of cleaning and preserving floors, walls, furniture, and fixtures
- Cleaning materials, disinfectants, hazardous materials, and equipment used in custodial work
- Common tools and their uses

Ability to:

- Use cleaning materials and equipment safely and with skill and efficiency
- Understand and carry out oral and written instructions
- Move supplies and furniture and set up rooms and buildings for special occasions
- Use common electrical cleaning equipment

## **ENVIRONMENTAL DEMANDS**

- Work performed indoors and outdoors often in uncontrolled areas.
- Noise and vibrations are experienced in the operation of cleaning and maintenance equipment.
- Frequent exposure to bleach and other chemical and cleaning agents.

## **MENTAL REQUIREMENTS**

- Must be able to communicate in English (speaking, reading and writing) at a level to safely and effectively perform the essential functions of the Custodian position.

## **PHYSICAL REQUIREMENTS**

- Frequent lifting up to 75 lbs.
- Frequent carrying up to 75 lbs.
- Frequent pushing up to 100 lbs.
- Constant standing and walking
- Frequent stooping, squatting and body twisting
- Reaching at high and low levels

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### **TOOLS AND EQUIPMENT USED**

- Frequent use of ladders that meet safety regulations, brooms, squeegees, brushes, mops, vacuum cleaners, high and low speed floor machines, yard blowers, pressure washers and yard vacuums
- Operates gas tractor or electrical vehicles

Revised: N/A