

CUSTODIAN

DEFINITION

Under general supervision, to perform cleaning duties to maintain city buildings and facilities and perform related work as required.

EXAMPLES OF DUTIES

Sweep, dust, mop, strip, and polish floors; vacuum and shampoo carpets and rugs; dust and polish woodwork fixtures, and equipment; wash windows, walls, and doors; empty and clean waste receptacles; empty recycling containers; clean restrooms and maintain supplies; clean kitchen and lunchroom areas and appliances; dust and clean air vents; Move furniture as required by for cleaning; set up rooms for special events; replace light bulbs and tubes; maintain inventory of equipment and supplies; sweep exterior building entries; secure facilities. May provide limited direction to temporary and part-time staff.

MINIMUM QUALIFICATIONS

Knowledge of: Methods, materials, and equipment used in custodial maintenance.

Ability to: Understand and follow written and oral directions; clean and care for assigned facilities in a safe and efficient manner; maintain and appropriate public service demeanor and positive customer service interactions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical capability to: Perform sustained manual labor; lift, climb, stoop, crawl, and bend to reach work

Experience: One year of full time custodial maintenance in public buildings or offices.

Education: Graduation from high school or equivalent. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.

JOB SPECIFICATION
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License: Possession of a valid Class C California Driver's License.

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