

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DAY/EVENING CUSTODIAN

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, maintain buildings, furniture and equipment in a clean, sanitary, safe and secure condition during the assigned day or evening hours; assist maintenance staff with a variety of routine maintenance and repair of District equipment and facilities; drive a District vehicle to deliver materials and supplies to off-campus sites.

REPRESENTATIVE DUTIES:

Receive and store custodial stock and supply items; check supply deliveries and verify accuracy. *E*

Process custodial supply requests for supplies, materials and equipment; drive a District vehicle to deliver materials and supplies to off-campus sites. *E*

Assist maintenance personnel with a variety of routine maintenance and repair of District equipment and facilities as required. *E*

Maintain routine records related to custodial operations and activities; maintain inventory and equipment records. *E*

Repair and maintain custodial equipment for distribution. *E*

Sweep, scrub, mop, wax and buff floors; vacuum and shampoo rugs and carpets; operate equipment such as floor buffers and vacuum cleaners. *E*

Clean and disinfect lavatories, toilets and other plumbing fixtures; wash windows; dust, wax and polish furniture and wood work. *E*

Clean chalk boards; refill paper and other sanitary dispensers; empty and clean waste containers. *E*

Replace light bulbs; turn out lights and lock doors. *E*

Report sanitary and safety hazards to the proper authorities. *E*

Maintain security of assigned area; assure doors and gates are locked when work is completed; inspect for vandalism and fire hazards; confer with Security Office as necessary; report emergencies to police and/or fire department; notify supervisor of discrepancies noted in the performance of duties. *E*

Respond to immediate or emergency cleaning or repair requests. *E*

Assist in implementing and maintaining custodial locker and custodial delivery system procedures.

Oversee and participate in the preparation and set up of rooms and facilities for special events, activities and meetings; move, arrange and deliver set-up items and equipment as necessary.

Clean, polish and sanitize building areas, furniture and equipment as assigned.

Provide general assistance to faculty and staff to assure efficient operations during assigned hours.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Day/Evening Custodian - Continued

KNOWLEDGE OF:

Modern institutional cleaning methods, materials, safe work practices and equipment.
Methods of cleaning and preserving floors, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Basic inventory and record-keeping techniques.
Health and safety regulations.

ABILITY TO:

Perform heavy physical labor.
Use cleaning materials, equipment and methods according to pre-determined standards, safely and efficiently.
Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
Operate a District vehicle to make deliveries.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Perform repetitive tasks.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience as a custodian.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Work day, evening or variable hours.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy lifting required to move furniture and equipment.
Standing and walking for prolonged periods of time.
Bending at the waist.
Pushing, pulling and carrying equipment.
Climbing ladders.
Dexterity of hands and fingers to operate power cleaning equipment.
Seeing to perform proper and complete cleaning.

HAZARDS:

Cleaning chemicals and fumes.

Created: March, 1995
Ewing & Company

Reformatted: September 2005
Johnson & Associates

Revised: June 2013
Human Resources