

DESERT COMMUNITY COLLEGE DISTRICT

CUSTODIAN

BASIC FUNCTION

Under the direction of the Custodial Supervisor or Administrative Services Supervisor-CMC, perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES

Perform a variety of custodial activities; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. ***E***
Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor; mop spills and remove gum and debris. ***E***
lean and disinfect drinking fountains, sinks, toilets, showers and urinals; fill dispensers with towels, soap, toilet paper and others items; clean mirrors, tile and windows; dust and polish furniture and woodwork. ***E***
Wash windows and walls; clean chalkboards and erasers and empty pencil sharpeners. ***E***
Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system on and off. ***E***
Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; empty and clean trash and garbage cans; replace liners. ***E***
Operate cleaning equipment such as vacuums, buffer, carpet cleaner and sweeper and utilize mops, brooms and other related equipment. ***E***
Set up lecture hall for classes and events as required; move furniture and set up chairs, tables, bleachers and other facilities for special events and activities. ***E***
Assist with security during special events and activities. ***E***
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic methods, materials, tools and equipment used in custodial work and routine maintenance; proper methods of storing equipment, materials and supplies; proper lifting techniques.

Ability to: Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition; use cleaning materials, equipment and methods according to pre-determined standards; learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work; learn appropriate safety precautions and procedures; maintain tools and equipment signed in clean working order and provide proper security; observe and report need for maintenance and repair; understand and follow oral and written directions; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; communicate effectively with others both orally and in writing; move heavy furniture and equipment; climb ladders to replace lights; walk or stand for extended periods; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year experience performing custodian duties.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Evening or variable hours.

Hazards: Contact with cleaning agents and chemicals.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions