

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of Custodial Supervisor, maintain assigned buildings, classrooms, restrooms, offices and related facilities in a clean and orderly manner; perform a variety of diverse duties in cleaning and maintaining facilities.

REPRESENTATIVE DUTIES:

Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; scrub and refinish floors. (E)

Dust and polish furniture and woodwork; clean and polish desks. (E)

Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty into large bins. (E)

Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. (E)

Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings. (E)

Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned. (E)

Turn lights on and off; unlock and lock doors and gates.

Participate as part of a cleaning crew, as directed, for major cleaning assignments.

Perform related duties as assigned.

KNOWLEDGE OF:

Basic requirements for the safe maintenance of college facilities.

Proper methods, materials, tools and equipment used in custodial work.

Appropriate safety precautions and procedures.

ABILITY TO:

Use cleaning materials, equipment and methods according to predetermined standards.

Maintain tools and equipment assigned in clean working order and provide proper security.

Perform minor, nontechnical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Work cooperatively with others.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Subject to evening or variable hours.

PHYSICAL ABILITIES:

Lifting heavy objects.

Standing and walking for extended periods of time.

Bending at the waist.

Pushing.

Pulling.

Twisting/turning.

Climbing ladders.

Seeing to assure proper and complete cleaning.

Dexterity of hands and fingers to operate cleaning equipment.

HAZARDS:

Cleaning chemicals and related fumes.