



## CUSTODIAN

**AGENCY/DEPARTMENT:**  
Public Works/Parks and Maintenance

Approved By HR Director: *[Signature]*

Date Approved: *9/1/04*

Date of Last Revision:

**Reports to:** Facilities Services Coordinator

**Supervises:** N/A

**Conflict of Interest Code Filer:**

**JOB SUMMARY:** Under moderate supervision, performs semi-skilled routine custodial duties in city buildings and facilities requiring moderate physical dexterity; replaces supplies; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Cleans and maintains buildings using applicable equipment, tools, and cleaning agents.
2. Cleans and sanitizes restrooms, kitchens and eating areas.
3. Stocks restroom facilities with supplies such as soap and paper products; performs minor repairs of dispensers.
4. Replaces light bulbs throughout facilities.
5. Cleans and maintains equipment; keeps custodian closet organized; inspects work areas and makes routine repairs or reports major maintenance needs.
6. Sweeps, mops, vacuums, dusts and cleans offices and other work areas.
7. Collects and properly disposes of hazardous and non-hazardous waste.
8. Strips, waxes and polishes floors; shampoos and deep-cleans carpets.
9. Recycles paper, boxes, and newspapers.
10. Completes daily time sheet, work order requests and supply forms.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Six months janitorial or building maintenance work.

**KNOWLEDGE OF:**

- Modern and efficient janitorial methods and techniques.
- Appropriate chemical practices and safety precautions.

**ABILITY TO:**

- Operate and maintain vacuum cleaner, floor scrubber, polisher, carpet cleaner and other necessary custodial equipment.
- Follow written and verbal instructions.
- Read and understand safety rules and procedures relating to common hazards such as warning labels on chemical solvents.
- Establish and maintain effective working relationships with co-workers and the public.
- Work independently.

**LICENSES:**

- Valid Class C CA drivers license and acceptable driving record.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

- Ability to work extended hours or evening, night or weekend shifts. May be required to return to work in emergency situations.

**DESIRABLE:**

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:** No

**Job Family:** Parks and Maintenance - Facilities

**Career Progression:** Custodian  
Facilities Services Coordinator