

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: CUSTODIAN**

**RANGE: 8**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine custodial duties at a designated County Office site during an assigned shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform routine custodial duties at a designated County Office site during an assigned shift; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.

Clean classrooms, lounges, offices, kitchens, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles and replace liners; spot mop spills; remove gum and debris as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, walls, doors and windows; unclog drains and toilets as needed.

Pick up paper and other debris from floors, grounds, walkways and areas adjacent to site facilities; sweep concrete surfaces adjacent to campus buildings.

Operate a variety of custodial equipment such as vacuums, mops, blowers, buffer/scrubber machines, carpet cleaners and various hand and power tools.

Move and arrange furniture, supplies and equipment as needed; pick up and distribute supplies and equipment as requested.

Lock and unlock doors and gates as appropriate; turn lights on and off as needed; set alarms as required; maintain security of assigned areas according to established guidelines; raise and lower flags as assigned by the position; replace light bulbs as needed.

Report vandalism and safety, sanitary and fire hazards to appropriate staff; respond to emergency custodial requests as needed; refer maintenance and repair needs to appropriate staff.

Monitor inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned.

#### **OTHER DUTIES:**

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Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.  
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.  
Proper methods of storing equipment, materials and supplies.  
Requirements of maintaining buildings in a safe, clean and orderly condition.  
Appropriate safety precautions and procedures.  
Proper lifting techniques.

**ABILITY TO:**

Perform routine custodial duties at a designated County Office site during an assigned shift.  
Maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate a variety of custodial equipment.  
Maintain tools and equipment in clean working order.  
Move and arrange furniture and equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of custodial equipment.  
Walking or standing for extended periods of time.  
Seeing to perform custodial duties.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights.

**HAZARDS:**

Exposure to cleaning agents and chemicals.

Working on ladders.