

CUSTODIAN

DEFINITION

Under general supervision, performs routine duties in the cleaning of public buildings and facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Keeps City buildings clean and sanitary. Cleans, sweeps, scrubs, strips, waxes and polishes floors; vacuums, pile lifts, spot cleans, cuts snags, and shampoos carpets; moves, dusts and cleans furniture; collects, empties and cleans waste receptacles; cleans restrooms; washes windows and walls and removes spots from walls; turns out lights and locks doors and windows; changes light bulbs; recognizes and reports mechanical defects to appropriate staff; maintains inventory of janitorial supplies; maintain custodial room and equipment in a clean and organized manner; raises and lowers the flag according to established routine procedures; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry level class which follows routine and well established procedures in cleaning various public buildings and facilities of the City.

RECOMMENDED MINIMUM QUALIFICATIONS

Six months full time experience in performing work as described above and the ability to read and write English or any equivalent combination of training and related experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of: safety procedures and the methods, materials, and equipment used in janitorial work.

Ability to: understand and follow oral and written instructions, exercise care in the use of cleaning materials and equipment, recognize and report defects in buildings and equipment, perform routine and well established work procedures without close supervision, and maintain harmonious working relationships with supervisors and fellow employees.

SPECIAL MINIMUM REQUIREMENT

Possession of a valid California Class C Driver's License is a condition of continued employment.

SPECIAL WORKING CONDITIONS

Must be willing to work any shift, weekends and/or holidays; must be able to lift 50 pounds.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer accomplishes the tasks in a courteous manner being considerate and patient of working employees. Because of access to personal and business property, this performer demonstrates honesty, trustworthiness, dependability, and integrity on a daily basis. This person is a team player with a positive attitude, always striving to do a better job and always neat in appearance.

Class title change from Janitor I per Council Resolution No. 82-110,
effective 7-1-82

Reviewed: 08/08

ADA approved: 08/08