

CUSTODIAN II

DEFINITION

To perform custodial work involving the care, maintenance and cleaning of assigned rooms, office space, buildings and related facilities.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Custodian series. Positions in this class are normally filled by advancement from the lower class of Custodian I or, when filled from the outside, require prior custodial work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring a complete knowledge of custodial methods and procedures and to meet the qualification standards of the class. Positions in this class are required to use a variety of custodial equipment including vacuums, buffers, and power strippers.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Head Custodian or higher level administrative staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Sweep, mop, wax, buff, and polish floors; dust and polish furniture, woodwork, fixtures and equipment.

Wash windows and walls; empty and clean waste receptacles; clean and maintain supplies in rest rooms.

Move and arrange furniture and equipment; set up rooms for special meetings or classes.

Replace lights; lock and unlock doors; lock windows.

May perform garbage collection duties; drive a truck and collect garbage; change bags in trash cans.

Perform minor preventive maintenance on custodial equipment; clean out the equipment.

May purchase custodial supplies as required.

Maintain proper standards of cleanliness in assigned areas.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in cleaning of buildings, office space and rooms.

Methods of cleaning and preserving floors, walls and fixtures.

Safe work practices and safe operation of vehicles and equipment.

(Over)

MINIMUM QUALIFICATIONS (CONTINUED)Skill to:

Perform heavy physical labor.

Operate and maintain a variety of custodial equipment including buffers, power strippers, and vacuums.

Perform tasks independently in the absence of supervision.

Understand and follow both oral and written instructions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience performing custodial duties.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.