

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: CUSTODIAN

SALARY TABLE: 29

SALARY RANGE: 15

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, perform routine custodial duties to maintain assigned College buildings and adjacent grounds areas in a clean, orderly and secure condition during an assigned shift.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills.

Clean classrooms, lounges, offices, hallways and other facilities as assigned; dust and polish furniture, equipment and woodwork; empty waste receptacles; collect recyclables; remove debris and graffiti as needed; clean chalkboards, whiteboards, chalk trays and erasers; empty pencil sharpeners.

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

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

Move and arrange furniture and equipment as needed; set-up and assemble chairs, tables and other furniture and equipment for special events and activities as assigned; clean up furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and blowers.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Perform a variety of routine general maintenance and repairs as assigned; report need for maintenance and repairs to appropriate authority.

Report safety, sanitary, security and fire hazards to appropriate personnel.

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OTHER DUTIES:

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 College buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform routine custodial duties to maintain assigned College buildings and adjacent grounds areas in a clean, orderly and secure condition during an assigned shift.

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: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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.

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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.

HAZARDS:

Exposure to cleaning agents and chemicals.