

## CUSTODIAN

### DEFINITION

Under general supervision, to keep assigned areas and City buildings and/or vehicles in a clean, neat, and orderly condition; to perform minor building maintenance work; and to perform related work as required.

### EXAMPLES OF WORK

Sweeps, mops, scrubs, strips, and waxes floors; removes gum from floors; cleans and vacuums rugs and carpets; cleans, dusts, and polishes furniture, woodwork, and cabinets; empties and cleans waste receptacles and recycling containers; cleans hallways, restrooms, offices, lobbies, and vehicles including buses; cleans ceilings, walls, interior windows and tracts, window guards, window shades, light fixtures and interior glass partitions, and blinds; assists in moving and arranging furniture and equipment; polishes metal work; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light bulbs and tubes; removes graffiti from interior and exterior of vehicles, restrooms, and other surfaces; operates scrubbers, buffers, waxers, blowers, and other equipment and machinery; requisitions supplies as needed; observes and reports needed repairs to buildings, equipment, and vehicles; performs some minor maintenance work in the repair of doors, locks, windows, and fixtures; may pick up and deliver supplies.

### SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

## **CUSTODIAN**

### **EMPLOYMENT STANDARDS**

Knowledge of:

- Custodial supplies, equipment, and methods.
- Proper materials and procedures used for cleaning purposes.
- Basic hand tools used in routine building maintenance.
- Safe work practices.

and

Ability to:

- Clean and care for vehicles and/or assigned area and equipment.
- Follow oral and written instructions.
- Perform minor maintenance work.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships.
- Read and write at the level required for successful job performance.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the 8th grade is desirable.

Work Background: Prior experience in custodial work.

August 1992  
October 1995