### MiraCosta logo

**CUSTODIAN**

| **Reports to:**  | Custodial Supervisor |  |  |
| --- | --- | --- | --- |
| **Dept:** | Facilities | **Range:** | 10 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direct supervision, clean, sanitize and maintain an assigned area or building including classrooms, restrooms, offices and related facilities; perform minor maintenance and repair to furniture, fixtures and facilities; assist with event setup and cleanup; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

A Custodian is distinguished from a Custodial Maintenance Worker in that an incumbent in the latter class performs semi-skilled duties including a variety of semi-skilled to skilled general building maintenance work related to electrical, plumbing, locksmithing, carpentry and painting.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; strip, wax and buff floors including those in the gym and dance studios.
2. Dust, polish and disinfect counters, student desks, teacher stations, file cabinets and book­cases.
3. Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty into large bins.
4. Clean and sanitize restrooms, showers and water fountains; restock restrooms; polish metal fixtures.
5. Perform minor non-technical repairs to buildings and fixtures; replace fluorescent light tubes and bulbs; clean and adjust shades and blinds; adjust clocks, desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required.
6. Assist in the preparation of classrooms, rooms and facilities for special events and meetings; set up stage for concerts, lectures and other events; move and arrange furniture and equip­ment.
7. Make emergency clean-ups in classrooms including cleaning contagious spills and bodily fluids.
8. Clean, sweep and maintain safety of parking lots, sidewalks and table areas; clean litter from surrounding grounds.
9. Gather and disposes of rubbish, paper, leaves and debris; empty garbage cans and other refuse containers.
10. Follow label instructions to mix and dilute cleansers, disinfectants and cleaning agents to ensure proper strength for use.
11. Operate and maintain cleaning tools and equipment.
12. Make oral and written reports for work performed; complete and submit work orders and timesheets; attend meetings; participate in safety training.

###  OTHER DUTIES:

1. Open/unlock buildings and turn off alarms; close and lock doors and windows.
2. Report vandalism and remove and the need for maintenance and repairs; may input work requests.
3. Assist with minor plumbing work such as unclogging toilets and sinks.
4. Assist with inventory including monitoring and reporting need to reorder cleaning supplies and tools as needed.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Proper cleaning methods.
2. The operation and maintenance of a variety of hand and power janitorial tools and equip­ment.
3. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
4. Basic English.
5. Basic computer operations.
6. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Complete custodial assignments independently without immediate supervision.
2. Operate and maintain tools/equipment used in custodial work.
3. Observe and report need for maintenance and repair.
4. Perform minor maintenance repairs as assigned.
5. Prepare and maintain basic records accurately.
6. Operate a computer related to area of assignment.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and one year of work experience; or an equiv­alent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Work can be either in an indoor environment or outside (with exposure to inclement weather during work and/or during travel to and from assigned work areas); work while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equip­ment; occasional exposure to toxic or caustic chemicals and biological hazards; frequently exposed to loud or prolonged noise from equipment; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.