

July 1989

CUSTODIAN

DEFINITION

Under general supervision, to keep assigned areas and District buildings in a clean, neat and orderly condition; to perform minor building maintenance work; and to perform other job related work as required.

EXAMPLES OF DUTIES

Sweeps, mops, scrubs, strips and waxes floors; cleans and vacuums rugs and carpets; cleans, dusts and polishes furniture, woodwork and cabinets; empties and cleans waste receptacles; cleans hallways, restrooms, offices and lobbies; cleans ceilings, walls, window shades, light fixtures and interior glass partitions and venetian blinds; assist 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; operates scrubbers, buffers, waxers and other equipment and machinery; cleans a variety of kitchen equipment and appliances; requisitions supplies as needed; regulates building temperatures; observes and reports needed repairs to buildings and equipment; performs some minor building maintenance work in the repair of doors, locks windows and fixtures; may clean grounds, water lawns and plants and do pruning in areas adjacent to buildings; maintains equipment used in the course of the work.

DESIRABLE QUALIFICATIONS

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.

Ability to:

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

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. Prior experience in janitorial work is desirable.