

Classification and Qualification STANDARDS

Custodial Series

Class Title	Class Code	Date Revised	FLSA
<i>Custodian</i>	2010	07-01-2006	<i>Non-Exempt</i>
<i>Lead Custodian</i>	2015	07-01-2006	<i>Non-Exempt</i>

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

The Custodial series is comprised of two classifications, Custodian and Lead Custodian. The series is designed for positions that provide general cleaning and custodial care and support for assigned campus buildings, facilities, structures and adjacent areas and/or portions thereof, including, but not limited to, campus offices, classrooms, science laboratories, art rooms, auditoriums, gymnasiums, locker rooms, health and child care centers, student residences, patios, entryways, walkways, and workshops. Custodial staff may work independently or as part of a custodial team.

CUSTODIAN

Custodians perform a wide range of custodial and related duties for assigned campus areas.

Work assignments typically include some or all of the following: clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; cleaning furniture and upholstery; cleaning light fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping; clean and maintain campus floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment; provide custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing foos on chairs and tables; provide general campus support by reporting facility repair needs identified during custodial rounds; checking fire extinguishers to ensure they are full; serving as a special event custodian; and participating in campus event set-up and clean up, including moving bleachers; identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials; operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties; some positions may be required to use a motor vehicle, such as a truck, or electric cart to transport custodial equipment, materials, and supplies.

MINIMUM QUALIFICATIONS:

Abilities:

Ability to read and write at a level appropriate to the duties of the position; follow verbal and written instructions to ensure safety; operate and care for custodial equipment and supplies applicable to the position; use custodial

systems such as those used to track work orders and two-way radios for communication; observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity; and establish and maintain cooperative work relationships. Some positions may require ability to move up to 50 pounds.

License:

Some positions may require possession of a valid California driver's license.

LEAD CUSTODIAN

In addition to performing the full range of custodial work of the Custodian, the Lead Custodian performs work assignments that typically include some or all of the following: perform the full range of custodial work as needed; assist custodial staff in performing their duties; and provide support during absences; train and instruct others in the performance of their duties, including appropriate custodial practices and techniques, and the safe use of equipment and materials; assign, review, and inspect the work of assigned staff, including completing inspection forms; assist in maintaining employee time records and reporting absences and provide input to employee evaluations; coordinate custodial support for campus events; identify and report equipment, supply, and repair needs; identify and order necessary supplies and materials.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of the methods, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures; and effective lead/supervisory practices and techniques.

Abilities:

Ability to provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance; read and write English at a level appropriate to the duties of the position; use computers to track work orders and order supplies and materials; establish, promote and maintain cooperative work relationships with others; and analyze situations and take appropriate action.

Experience:

Equivalent to one to two years of related custodial experience and providing on-the-job training and leadership to others.

License:

Some positions may require possession of a valid California driver's license.