

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: CUSTODIAN I**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine day or evening custodial activities at an assigned school campus or other assigned District facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Custodian I classification perform a variety of routine custodial duties in maintenance of an assigned school campus or other assigned District facilities in a safe, clean and sanitary condition. Incumbents in the Custodian II classification regularly perform a variety of more complex work assignments and may be assigned lead responsibilities over other custodial personnel in the absence of the supervisor.

**REPRESENTATIVE DUTIES:**

Perform routine custodial activities at an assigned school campus or District facility during a day or evening shift; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other areas; spot clean and shampoo carpets. *E*

Clean classrooms, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop and shampoo spills; remove gum, debris and graffiti as needed. *E*

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; replenish dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. *E*

Replace light bulbs and tubes; clean chalkboards and erasers; empty pencil sharpeners. *E*

Dust and polish furniture, fixtures and woodwork; perform minor repairs to furniture as needed. *E*

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set and disengage alarms as appropriate. *E*

Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs; respond to emergency custodial requests as needed. *E*

Move and arrange furniture and equipment; prepare classrooms, gym and multi-purpose rooms for special events or meetings; set-up chairs, tables, bleachers and other furniture and equipment for special events or meetings; clean up furniture equipment and debris following these events. *E*

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

machines, blowers and other equipment. *E*

Participate in the thorough cleaning and restoration of campus facilities during vacation periods as assigned.

Perform minor grounds maintenance duties as assigned.

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, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

#### **ABILITY TO:**

Perform routine custodial activities at an assigned school site or other District facility.

Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.

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 for meetings and special events.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Understand and carry out oral and written directions.

Meet schedules and time lines.

Work cooperatively with others.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: at least six months related experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Satisfactory completion of pre-employment physical assessment.

Satisfactory completion of pre-employment drug testing.

## WORKING CONDITIONS:

### ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

### PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to stand for extended periods of time.   |
| <u>3</u> | b. | Ability to see for purposes of reading printed matter and operating custodial equipment.   |
| <u>3</u> | c. | Ability to hear and understand speech at normal levels.                                    |
| <u>3</u> | d. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | e. | Ability to bend and twist, stoop, kneel, crawl, push, pull.                                |
| <u>3</u> | f. | Ability to lift <u>75</u> lbs.   |
| <u>3</u> | g. | Ability to carry <u>75</u> lbs.  |
| <u>4</u> | h. | Ability to reach in all directions.  |
| <u>1</u> | i. | Ability to work at heights.  |
| <u>1</u> | j. | Ability to ascend and descend a ladder.  |
| <u>3</u> | k. | Ability to work in the elements (extreme temperatures).                                    |

### HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*