

## College of the Redwoods

## Position Description

Position: Custodian I	Position Number:
Department: Maintenance	FSLA: Non-exempt
Reports to: Manager, Maintenance and Operations	Salary Grade: 110

### **Summary**

Performs routine custodial and grounds cleanup at a campus including classroom, multi-use, office, and related facilities.

### **Essential Duties and Responsibilities**

- Sweeps, scrubs, mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets. Dusts and polishes furniture and woodwork. Cleans chalkboards, whiteboards and erasers. Empties pencil sharpeners.
- Maintains and makes minor repairs to buildings and fixtures, include changing light bulbs, clearing drains and plunging toilets. Reports other repair and maintenance needs and assists others in making repairs.
- Cleans, scrubs and disinfects restrooms. Polishes metal work, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Properly cleans up and disposals of hazardous material and bodily fluids.
- Empties and cleans waste receptacles; indoor and outdoor.
- Moves furniture and equipment; set up meeting rooms, classrooms, offices, multi-use, and other facilities for special meeting and events.
- Turns lights on and off. Unlocks and locks doors and gates. Cleans drinking fountains and hydration stations. Responds to emergency cleanup request.
- Assists in the performance of building and grounds maintenance including blowing off and pressure washing walkways and buildings, trash pickup and cobwebbing.
- Check doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards.
- Disassembles and re-assembles furniture.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires general knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a good knowledge of work hazards and safe work techniques and procedures. Requires some knowledge of chemical reactions.

- **Abilities**

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in working condition. Requires the ability to learn the layout and requirements of the assigned area. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Must be able to communicate effectively, both orally and in writing. Must be able to follow oral and written directions.

- **Physical Abilities**

Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, over 50 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.

- **Education and Experience**

Reading and writing skills sufficient to perform duties and read and understand SDS sheets required. Prior custodial experience preferred.

- **Licenses and Certificates**

Valid Driver's License