

**College of the Siskiyous
Job Description**

Job Title: Custodian

FLSA: Non-Exempt

Group: Classified

Salary Level: 2

Salary Schedule: Classified

GENERAL SUMMARY

Under the general direction of the Custodial Supervisor for Weed Campus employees, or the Director of Maintenance, Operations & Transportation for Yreka Campus employees, perform general and special cleaning and maintenance duties of assigned areas; operate equipment; provide grounds care; delivery and moving services. Receives limited supervision and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Clean, dust, and disinfect restrooms including, but not limited to, floors, stalls, toilets, urinals and fixtures. Clean lockers and showers. Remove trash and waste. Clean trash receptacles and replace liners.

Participate in stripping, sealing, and refinishing hard floors per regular schedules. Disinfect, scrub, wet vacuum and buff hard floors. Steam/dry clean and shampoos carpets and fabric furniture. Clean tiled areas.

Order and pick-up supplies.

Clean public entry and use areas including, but not limited to, hallways, stairways, meeting rooms, sidewalks and corridors. Clean and disinfects drinking fountains, door handles, and door push plates.

Perform regularly scheduled cleaning and maintenance of classrooms, laboratory, and office areas. Empty pencil sharpeners, erase chalkboards and dry-erase boards and clean chalk trays and erasers. Clean entry way floor mats, and dusts furniture, fixtures and equipment.

Maintain safe and clean walkway and grounds surrounding the area of assignment. Pick up litter. Remove debris, including ice, using shovels, brooms, hoses and air blowers. Empty and clean outdoor trash, and smoking receptacles.

Replenish towel, soap, cleanser, and other dispensers.

Ensure that secondary containers for cleaning and other products are properly labeled. Ensure that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.

Develop complete and current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in laboratory areas. Check and record emergency eye wash and shower stations, and fire extinguishers for proper functioning or stock.

Operate equipment; floor machine, automatic floor machines, wet/dry vacuum, carpet steam/dry cleaning machines, finish applicators, steam cleaning machines, laundry machines, 2-way radios.

Operate trucks, vehicles, forklift, and front-end loader.

Assist in grounds maintenance including but not limited to with planting and pruning of plants and trees, mowing, edging, fertilizing, and weeding landscaped areas. Operate grounds equipment such as mowers, edgers, carts, trucks and blowers.

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On a regular schedule, clean and wash desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oil or polish woodwork, wood furniture and metal fixtures.

Clean, wash, and dust windows, window coverings and light fixtures.

Rearrange, move and set furniture and equipment at on and off campus locations, according to established instructions and seating arrangements. Participate with others to assemble furniture, removing from and properly disposing of packaging materials.

Perform limited minor servicing and maintenance to College fixtures. Make minor plumbing fixture adjustments, unclogging toilets and sinks, tightening toilet seats, etc. Replace light bulbs and tubes. Oil door hinges and wall panel glide tracks. Tighten loose fixtures. Perform minor repairs and adjustments on furniture, as necessary and appropriate. Replace electrical cords. Unclog, repair or replace dispensers, as necessary. Reset ceiling panels. Repair minor carpet damage.

Assist and supervise student workers in their assigned tasks.

Inspect equipment for function. Make minor repairs and arrange for complex repairs. Prepare work order requests for maintenance services as necessary.

Secure internal and external entry and exit doors and gates, ensuring that all windows and lights are locked and off; open and close facilities for approved community use.

Assist with patching and repairing buildings; fixing leaks; pouring cement; painting and provide some mechanical work as appropriate.

Assist with major maintenance projects and summer maintenance work under direction; request cleaning and custodial supplies and equipment, as needed.

Assist with recycling program.

Participate in set up and take down of seating and equipment for events, including but not limited to, theater and gymnasium use. Set up special equipment such as barriers, benches, bleachers, floor mats, and other equipment. Assist in setting up public address systems for events.

Notify the appropriate personnel of suspicious activity and/or persons in need of assistance.

Maintain a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Use appropriate technology to communicate and receive assignments (i.e., email and maintenance service request system)

Promote positive campus and community relations by working effectively with students, staff and faculty.

TRAINING AND EXPERIENCE

Minimum Qualifications:

1. High School or General Education Diploma
2. One to two years of related work experience

Preferred Qualifications:

1. One to two years of college education.
2. Three or more years of custodial experience.
3. Work history with evidence of dependability and commitment to the job.

RECOMMENDED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern cleaning methods, chemicals, materials, tools and equipment.

Knowledge of safe use and operation of equipment and chemicals used in janitorial and custodial work.

Knowledge of safe working methods and procedures.

Knowledge of care and maintenance of custodial and building equipment and tools.

Knowledge of computers.

Ability to safely, efficiently and effectively use cleaning materials.

Ability to read at a level sufficient to successfully perform required duties.

Ability to understand and follow oral and written directions.

Ability to organize and prioritize work load to accomplish diverse tasks.

Ability to take initiative,

Ability to use appropriate technology.

Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature, and to perform the following, with or without reasonable accommodation.

Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waste and floor levels, max. 100 lbs.), carry (max 75 lbs.), push, pull, bend, squat, reach (from low, level and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

ENVIRONMENTAL CONDITIONS

Work is performed indoors and outdoors in weather extremes where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens. Frequent exposure to dust, loud noise and/or vibrations.

JOB PARTICULARS

Tools, equipment and work aids provided including but not limited to lifting/safety belts, gloves, goggles, protectors (ear, face and knee) and respirator.

CONTACTS

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

EMPLOYMENT STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Upon accepting an offer of employment, incumbents in this classification must submit to a pre-employment physical examination and fingerprinting.

Approved: 11/06

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.