

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CUSTODIAN**

#### **BASIC FUNCTION:**

Under direction of an assigned supervisor, maintain assigned classrooms, rest rooms, offices and other District facilities in a clean and orderly manner; perform a variety of duties in cleaning and maintaining facilities.

#### **REPRESENTATIVE DUTIES:**

Clean and maintain a variety of District facilities including classrooms, offices, rest rooms, labs, conference rooms, special event centers and other facilities on and off campus.

Sweep, scrub, mop, wax, oil and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, wax and polish furniture and woodwork; dust and clean computer equipment in labs; refill paper, soap and other dispensers; empty waste containers; clean chalkboards.

Clean and disinfect lavatories, drinking fountains and waste containers; wash windows, walls, appliances, mirrors and fixtures.

Clean and sanitize locker rooms and shower areas and polish chrome fixtures.

Perform minor buildings maintenance such as replacing light bulbs, patching holes and unclogging drinking fountains and toilets; and painting classrooms and offices.

Report sanitation and safety hazards and needed repairs to appropriate District personnel.

Set up facilities for meetings, special community and campus events, and District activities as directed, and perform special custodial duties as requested; move and rearrange chairs, tables, desks and other furniture and equipment as needed.

Assist in the gymnasium as assigned; clean, strip, wax and maintain gym floors; set up or assist in setting up mats, chairs, bleachers and public address systems for daily activities and athletic contests.

Safeguard District property by arming and disarming alarms, locking and unlocking doors, windows and gates, and taking other appropriate security measures applicable to assigned facilities.

Operate vacuum cleaners, buffers, vacuums, shampooers, and scrubbers and other custodial equipment; mix and use cleaning agents to remove dirt and graffiti.

Provide assistance and directions to campus visitors; pick up paper and other refuse from grounds.

Assist in the direction of student help as assigned.

Assist in the college center.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Modern cleaning methods including methods of cleaning and preserving floors, chalkboards, carpets, furniture, walls and fixtures.

Cleaning equipment, tools, materials and supplies used in custodial work.

Basic sanitation and safety regulations.

Health and safety procedures.

**ABILITY TO:**

Use cleaning materials, equipment and methods according to predetermined standards.

Operate equipment and cleaning supplies used in custodial work.

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