VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a broad range of custodial duties necessary to maintain campus facilities in a clean and orderly manner.

REPRESENTATIVE DUTIES:

Sweep, mop, vacuum, scrub, and spot clean floors; strip, seal, wax, buff, and refinish hard surface floors; shampoo carpets and rugs.  

Clean, wipe, dust, and polish desks, furniture, and woodwork; clean whiteboards.  

Empty and clean waste and recycling receptacles; pick up paper and other debris; pick up trash containers and empty into large bins.  

Clean and disinfect restrooms, locker rooms, child care center facilities, swim centers, food service areas, and health facilities including floors, walls, fixtures, appliances, and mirrors; restock supplies; polish metal fixtures.  

Wash and clean accessible interior and exterior windows, ledges, and walls.  

Pressure wash buildings and walkways; clean drinking fountains and grease traps; clean and refresh floor drains.  

Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms, classrooms, and other areas for indoor and outdoor special events and meetings.  

Perform minor non-technical repairs to buildings and fixtures; replace lights; clean and adjust blinds; adjust desks and other furniture; identify and report other repair and maintenance needs and assist others in making repairs.  

Turn lights on and off; unlock and lock doors and gates; raise and lower flags.  

Respond to urgent requests for immediate custodial assistance and other urgent safety and operational concerns.  

Participate as part of a cleaning crew, as directed, for major cleaning assignments.  

Provide information and assistance to students, faculty, staff, and the general public regarding locations of various campus facilities.  

Operate a vehicle to perform assigned duties such as picking up and delivering supplies, equipment, and other materials as directed.

Revised March 2013  
Established March 1998
CUSTODIAN (continued)

Attend safety and in-service training. 

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

Proper methods, procedures, materials, tools, and equipment used in custodial work
Appropriate uses and proper operation of restroom cleaning machines
Safety and health practices related to custodial work
Proper methods of storing equipment, materials, and supplies
Proper lifting techniques

**ABILITY TO:**

Perform the full range of custodial duties
Use custodial materials, equipment, and supplies in a safe and efficient manner and according to predetermined standards
Maintain tools and equipment in clean working order and provide proper storing
Perform minor, non-technical maintenance repairs
Observe and report need for maintenance and repair
Understand and carry out verbal and written directions
Read and interpret labels, signs, Material Safety Data Sheets (MSDS), work schedules, and other written materials
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Communicate clearly and effectively, both orally and in writing
Safely lift and move heavy supplies, equipment, and furniture
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Six months of custodial experience in commercial or public facilities

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver License

WORKING CONDITIONS:

**ENVIRONMENT:**

Indoor and outdoor environment
Evening or variable hours
CUSTODIAN (continued)

Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Standing, walking, bending, crawling, reaching overhead, crouching, kneeling, balancing, pushing, pulling, and safely lifting and carrying heavy objects
Climbing and working from ladders and scaffolds
Seeing to ensure proper and complete cleaning
Dexterity of hands and fingers to operate cleaning equipment

HAZARDS:

Cleaning chemicals and related fumes