

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of the Manager, Facility Services perform routine custodial duties at a designated County Office site during an assigned shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties at a designated County Office site during an assigned shift; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other assigned work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, offices, hallways and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, countertops, doors, equipment, walls, windows and woodwork; spot mop spills; remove gum, debris, cobwebs and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and light fixtures; unclog drains and toilets.

Pick up paper and other debris from floors, school grounds, walkways, parking lots and areas adjacent to facilities; sweep doormats, loading docks, dumpsters and concrete surfaces adjacent to buildings as assigned; empty waste and recycling receptacles; replace liners.

Move and arrange furniture and equipment as required; set-up and assemble chairs, tables and other furniture and equipment for meetings and other events as assigned; clean up furniture, equipment and debris following these events.

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

Clean and vacuum inside of designated vehicles as required.

Monitor inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned.

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

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San Mateo County Office of Education

Identify and report vandalism and safety, sanitary and fire hazards to appropriate staff; respond to emergency custodial requests as needed.

Participate in a variety of other assigned activities such as replacing ceiling tiles and light bulbs, breaking down cardboard boxes and cleaning chalkboards, chalk trays and erasers.

Maintain routine records related to assigned activities as required.

OTHER DUTIES:

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, 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 duties at a designated County Office site during an assigned shift.

Maintain buildings and adjacent grounds areas in a safe, clean and orderly 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.

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

Maintain routine records related to work performed.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.