

Alameda County Office of Education

Job Title: Custodian (Range 11 CSEA)

JOB SUMMARY

Under general supervision, to keep assigned areas and buildings in a clean, neat, safe and orderly condition and to perform minor building maintenance work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.

Empties trash garbage containers, and recycle materials from the facility.

Cleans, dusts, and polishes furniture.

Cleans the interior and exterior of staff room appliances.

Cleans ceilings, walls, window blinds.

Greets and assists visitors to the facility.

Responds to verbal requests for maintenance and/or supplies from conference and office facilities.

Assists in moving and arranging furniture in offices and meeting rooms.

Activates and deactivates the alarm system daily.

Cleans restrooms and stocks supplies to meet acceptable sanitary standards.

Turns out lights and locks doors and windows.

Refills lavatory supply dispensers. Replaces light bulbs and tubes. Requisitions supplies.

Operates scrubbers, buffers, waxers, and other equipment.

Maintains equipment used in the course of work.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Performs minor repairs.

Watches for and reports trespassers.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Clean and care for an assigned area and equipment.
Receive and direct the public.
Communicate effectively orally and in writing.
Follow oral and written instructions.
Perform minor building maintenance work.
Work on own initiative without close supervision.
Read and interpret directions and MSDS information.
Establish, maintain effective relationships.
Meet schedules and time lines.
Plan and organize work.

KNOWLEDGE OF

Custodial supplies, equipment and methods.
Proper materials and procedures used for cleaning purposes.
Basic hand tools used in routine building maintenance.
Safe work practices.
Laws and regulations related to activities.
Interpersonal skills.
Correct written and spoken English.
Public contact procedures.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one.

MATH SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent, and one year of custodial or equivalent experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts, work on ladders, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

Approved By Personnel Commission

Approved Date: June 27, 2000

Revised Date: August 26, 2004