

COUNTY OF SOLANO

CUSTODIAN

Est. 10/86

DEFINITION

Under general supervision, maintains a clean work environment of assigned areas in County building; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This journey level class is characterized by the performance of tasks associated with cleaning the interior of office building and other County facilities. This class is distinguished from Lead Custodian by the latter's responsibility for providing leadership to a crew of custodians working in several different buildings.

EXAMPLES OF DUTIES - *Duties will vary depending on the department to which the student is assigned and may include but are not limited to the following:*

Cleans floors by sweeping, mopping, stripping, waxing, refinishing with new wax, and buffing floor areas.

Cleans carpets by vacuuming, shampooing, spot cleaning or deep steam cleaning.

Cleans, dusts and polishes furniture, woodwork, office fixtures, and metal work such as that found in elevators; moves office furniture incidental to cleaning activities.

Conducts regular cleaning using appropriate cleansers and disinfectant in restrooms, hallways, lobbies, stairways, offices, drinking fountains, light fixtures, trash receptacles and air vent fixtures.

Washes windows, walls, lights, and partitions using a variety of cleaning agents and equipment; empties trash receptacles in offices; refills dispensers with paper towels, tissue and hand soap.

Secures buildings by locking doors, turning off lights and closing windows.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Any combination of education, training or experience which demonstrates possession of and competency in requisite knowledge, skills and abilities.

KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of equipment used for floor and carpet care, cleaning solutions, their mixing and application; carpet cleaning methods and techniques; window washing and wall washing methods and techniques; procedures and methods of spray buffing; methods of dusting and sweeping; safety policies and procedures; methods and procedures of disposing refuse from a variety of County facilities.

Skill in operating various power cleaning equipment such as floor buffers in all types of office areas and pedestrian traffic conditions.

Ability to read, apply written directions, and properly use machines and cleaning solutions; follow written and/or verbal instruction; recognize unsafe conditions; establish and maintain cooperative working relationships; demonstrate tact and diplomacy; operate various types of carpet service equipment; remove and handle large quantities of office refuse; work independently; perform cleaning tasks at a height when necessary.

SUPPLEMENTAL INFORMATION

Incumbents must be able to perform heavy manual labor associated with office and building cleaning tasks; work may include lifting objects weighing up to 50 pounds and involve the full range of body movements including reaching, bending, grasping and climbing.

Incumbents may also be required to work outside normal business hours.

Applicants may be required to pass a criminal background investigation in accordance with applicable policy.

Possession of or ability to obtain a valid Class C California driver's license may be required.

Established Date: October 1986