



CUSTODIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, the Custodian performs a variety of duties to maintain, care for, and clean assigned rooms, offices, facilities, and associated spaces.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform the full range custodial duties, requiring knowledge of custodial methods and procedures, equipment, and techniques.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Maintain, sanitize, disinfect, and clean assigned rooms, offices, laboratories, restrooms, hallways, and other spaces and facilities.
2. Sanitize and clean internal and external surface areas, fixtures, furniture, and equipment according to established procedures.
3. Empty and clean waste, recyclables, and other receptacles. Restock dispensers including soap, paper towel, toilet tissue, and other dispensers. Remove large waste, hazardous waste, and e-waste.
4. Maintain and clean assigned floors including sweeping, mopping, stripping, waxing, buffing, vacuuming, shampooing, treating, and scrubbing using various types of equipment including vacuums, shampooers, strippers, scrubbers, and buffers.
5. Perform minor building and equipment repairs of a non-technical nature including bulb replacement, unclogging toilets and sinks, adjusting shelves, repainting surfaces, pressure washing, and minor repairs to shades and furniture.

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6. Set-up and take down chairs, tables, desks, podiums, stages, public address equipment, mats, covers, and other furniture and equipment for events and activities.
7. Maintain security and safety by unlocking and locking doors and gates, disarming, and arming alarms, and performing other security measures as required.
8. Report safety and security violations and hazards. Assist with animal control.
9. Assist with general maintenance and the cleanliness of grounds. Assist with receiving, storing, and stocking of materials and supplies.
10. Operate and load a truck or vehicle used to pick-up and deliver materials, supplies, furniture, and equipment.
11. Provide aid to students, employees, and visitors as needed.
12. Attend meetings and safety trainings as required.
13. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Modern cleaning methods.
- Cleaning chemicals and their purpose.
- Custodial equipment required to maintain, clean, and preserve floors.
- Safe work practices and operation of vehicles and equipment.
- Personal protective equipment.

Skills and Abilities To:

- Follow established procedures and standards related to custodial work.
- Safely operate equipment and vehicles.
- Use and dispose of cleaning chemicals and products.
- Work cooperatively with others.
- Understand and follow written and oral direction.
- Work independently with minimal supervision and meet established schedules.
- Make minor non-technical repairs.

Education and Experience:

A High School Diploma or GED or any combination of education and/or experience demonstrating that the qualifications outlined above have been met.

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Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed indoors and occasionally outdoors. Work may be performed at various hours, including regularly during evening or night-time hours, and/or on weekends. Work may be performed alone for extended periods of time. Exposure to chemicals, dust, fumes, dirt, and other contaminants is common. Exposure to elevated noise levels at times when using custodial equipment.

Physical Demands:

Work is performed primarily while standing or walking at a normal pace; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving, and/or carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly. Climbing a ladder up to 10 feet.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

To think using sound judgement and problem-solving techniques. Handle stress created by multiple tasks and deadlines.

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