

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Facilities Custodian I	Range:	27
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for maintaining an assigned group of classrooms, restrooms, offices and related facilities in a clean and orderly manner.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Sweeps, scrubs, mops, strips and waxes floors; vacuums and shampoos rugs and carpets in classrooms, offices, workshops and other work areas; waters indoor plants.
2.	Cleans, dusts and polishes furniture and woodwork including desks, cabinets and tables; washes windows and walls; erases chalkboards.
3.	Empties and cleans waste receptacles and pencil sharpeners; picks up paper; picks up trash containers and empties into large bins.
4.	Cleans restrooms including floors, walls, fixtures, mirrors, toilets and urinals; polishes metal fixtures; orders and restocks supplies.
5.	Moves and arranges furniture and equipment; sets up furniture, equipment, materials and supplies for special events and meetings.
6.	Performs minor repairs to buildings, fixtures and equipment; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; reports other repair and maintenance needs and assists others in making repairs as required.
7.	Secures facility at completion of assigned schedule; turns lights on and off; unlocks and locks doors and windows; reports sanitary and safety hazards; notifies proper authorities of suspicious persons or situations; returns items to lost and found.
8.	Washes outdoor stairs, patios, bleachers and other facilities; sweeps sidewalks; cleans drinking fountains.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Facilities Custodian I completes assigned tasks under the direction of a supervisor.

EDUCATION AND EXPERIENCE

Sufficient training and experience to demonstrate the knowledge, skills and abilities listed

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of proper methods, materials, tools and equipment used in custodial work
Knowledge of requirements of maintaining school buildings in a safe, clean and orderly condition
Knowledge of appropriate safety precautions and procedures
Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures
Knowledge of proper methods of storing equipment, materials and supplies
Ability to use cleaning materials, equipment and methods according to pre-determined standards
Ability to learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work
Ability to perform minor repairs to tools, equipment and facilities
Ability to maintain tools and equipment assigned in clean working order and provide proper security
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)
Bloodborne Pathogens
Hazard Communication
Lead Awareness
Lockout/Tagout
Pesticide Safety
Respiratory Protection
Utility Cart Certification

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling; fumes from cleaning chemicals; exposure to cleaning agents or hazardous chemicals; subject to exposure to biological conditions which may be unhealthful or hazardous.
