

## 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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Sufficient training and experience to demonstrate the knowledge, skills and abilities listed  
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**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

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**SPECIAL REQUIREMENTS**

None

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**TRAINING REQUIREMENTS**

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

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Utility Cart Certification

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**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.

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