

Range: 24
Hours: 8
Week: 40
Months: 12

**SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Custodian

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform general cleaning custodial functions at assigned campus classrooms, buildings, and/or other facilities. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this job class exercise responsibility for the general cleanliness of assigned campus areas.

SUPERVISOR: Custodial Supervisor

TYPICAL DUTIES:

- Performs general janitorial and custodial functions at assigned campus areas
- Sweeps, mops, scrubs, waxes and buffs linoleum, tile and wood floors
- Cleans, vacuums, and shampoos rugs and carpets in school plant offices and rooms
- Cleans, dusts and polishes walls, furniture, woodwork, and office equipment
- Cleans blackboards, empties pencil sharpeners, and cleans classrooms in routine manner
- Washes, scrubs, mops, and disinfects restrooms
- Cleans and polishes metal work such as door panels and hand railings
- Washes cleans windows and glass doors
- Empties and cleans waste containers, picks up paper and other refuse on grounds in immediate area of assigned buildings
- Sweeps sidewalks, entrances, and breezeways
- Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment

Typical Duties (continued):

- Cleans light fixtures and replaces light globes
- Reports safety sanitary, fire hazards
- Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
- Locks and unlocks doors and gates to ensure security of buildings and related areas
- Performs other duties similar to the above in scope and functions as required

EMPLOYMENT STANDARDS:Possession of:

- A valid and appropriate California Driver's License

Knowledge of:

- Modern cleaning methods, materials, tools, and equipment
- The safe use and operation of equipment and chemicals used in janitorial and custodial work

Ability to:

- Understand and follow oral and written instructions
- Safely and effectively use and apply cleaning agents, equipment, and materials
- Meet the physical requirements necessary to safely and effectively perform required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- One year of experience in custodial work or the equivalent
- Equivalent or completion of the eighth grade