

San Joaquin Valley College
Job Description

Job Title: Custodian
Department: Maintenance
Reports To: Purchasing and Maintenance Technician

Summary: The Custodian maintains the facility so that a safe, clean and presentable environment is given to the public and employees.

Essential Duties and Responsibilities:

- Cleans and stocks restrooms
- Empties trash containers
- Vacuums and cleans carpets
- Ensures the cleanliness of classrooms, labs, offices, reception area and student and employee lounges
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; develops alternative solutions.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.

Interpersonal Skills – Maintains confidentiality.

Oral Communication – Listens and gets clarification.

Written Communication – Writes clearly and informatively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions.

Quality – Looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Initiative – Volunteers readily; asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) preferred; one year of related experience required.

Language Skills – Ability to read and comprehend simple instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations with supervisor and/or management.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Other Qualifications – Possesses thorough knowledge of cleaning supplies and equipment; sufficient knowledge of English to understand instructions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.