

**SENIOR CUSTODIAN**

**DEFINITION**

Performs a wide variety of skilled custodial and general maintenance tasks maintaining assigned buildings and grounds in a clean, sanitary and safe condition.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Custodial Shift Supervisor or the Maintenance and Operations Supervisor.

May provide work direction to lower-level custodial staff, student workers and/or non-permanent custodial workers.

**EXAMPLES OF DUTIES**

Performs skilled custodial and general maintenance work.\*

Assists in performing routine inspections to ensure methods are being followed and standards maintained.\*

Assists in training of new custodians

Surveys buildings and grounds for hazards, needed repairs and vandalism and performs minor repairs and/or reports findings to supervisor.\*

Reports custodial complaints or inquiries to supervisor.\*

Requests custodial supplies and equipment.\*

Receives and distributes college and custodial supplies and equipment.\*

Rearranges and moves furniture and equipment in rooms, outdoor areas or auditoriums for special events, meetings as required.\*

Ensures doors and windows are locked and secure.\*

Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

Current materials and equipment used for cleaning

Proper use of cleaning disinfectants, materials, tools and equipment related to custodial and maintenance work.

Safe work practices and sanitary regulations. .

Safe and proper usage and storage of hazardous and toxic substances.

## **QUALIFICATIONS (continued)**

### **Ability to:**

- Perform skilled custodial and maintenance tasks.
- Demonstrate the safe handling and usage of methods and equipment.
- Follow oral and written instructions.
- Prepare and maintain a variety of written records.
- Read and interpret material safety data sheets.
- Operate a forklift and other vehicles as assigned.
- Meet schedules and timelines.
- Work independently.
- Establish and maintain cooperative working relationships.
- Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

#### **Education:**

High School Diploma, GED or equivalent.

#### **Experience:**

One year of custodial and maintenance experience.

#### **License or Certificate:**

Possession of a valid State of California Class C driver's license.

## **PHYSICAL REQUIREMENTS**

This job requires physical ability to stand for extended periods of time, stoop and frequently lift or push objects up to fifty (50) pounds.

## **WORKING CONDITIONS**

Subject to fumes from cleaning chemicals and exposure to cleaning agents or hazardous chemicals.