

Job Description/Title: Custodian
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CUSTODIAN

JOB SUMMARY

Under direct supervision, perform routine cleaning and custodial functions in an assigned building area. Receive limited supervision within a broad framework of standard policies and procedures; receive station assignments/workflow coordination from Lead Custodian at the direction of the supervisor. Perform general clean-up duties; responsible for cleanliness of assigned area.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform routine janitorial and custodial functions, at an assigned workstation, using methods and materials and following the timelines for each function as indicated by Lead Custodian or Supervisor.

Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, gymnasium, library, offices and related facilities as assigned.

Sweep, mop, scrub, wax and polish concrete, linoleum, tile and wood floors, floor panels and hand railings.

Learn and use new technologies and products as directed.

Wash windows, walls, and clean chalkboards and trays.

Move and arrange furniture and equipment in classrooms and offices in preparation for campus functions, classes and special activities.

Clean and maintain rugs and carpets; replace light bulbs and lighting tubes up to 8 feet high.

Lock and unlock doors and gates, buildings and windows.

Report safety, sanitary and fire hazards to appropriate authority; report the need for maintenance repairs to appropriate authority.

Pick up paper and debris; sweep, clean stairs, walkways, and entrances.

Operate and maintain cleaning equipment such as vacuums, floor cleaning and polishing machines; clean tables, chairs and floors as needed.

Respond to callbacks and overtime duties as necessary.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience, which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a high school diploma or equivalent and some experience related to the care and cleaning of buildings and facilities.

Knowledge

Knowledge of: current efficient cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in janitorial and custodial work; safe working methods and procedures.

Abilities

Ability to: understand and follow written and oral instructions; safely, efficiently, and effectively use cleaning materials and equipment as assigned; quickly learn and successfully use new technologies and products as directed; read and write at a level sufficient to successfully perform required duties; meet the physical requirements necessary to safely and effectively perform the required duties; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to, and appreciation for, the academic, ethnic, socioeconomic, disability and gender diversity of a students and staff attending or working on a community college.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include: frequent standing, walking, and lifting or moving heavy parcels, machines or equipment of up to 50 pounds; working from an 8' ladder; frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to weather extremes.