

**Job Description/Title:** No position →Custodian-Lead  
**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 - LEAD

#### JOB SUMMARY

Under general supervision, perform routine cleaning and custodial functions in an assigned building area. Receive limited supervision within a broad framework of standard policies and procedures. Coordinate workflow and station assignments at the request of Supervisor. Perform general cleaning and custodial tasks in buildings as assigned.

#### EXAMPLES OF FUNCTIONS

##### Essential Functions

Adjust/coordinate schedules as necessary to cover work areas of absent custodial staff; distribute custodial supplies and equipment as necessary for cleaning tasks assigned.

Perform routine janitorial and custodial functions at an assigned workstation.

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

Clean stations where regularly assigned staff is absent.

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

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; perform minor repairs as needed.

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.

Upon completion of custodial duties for absent staff, perform heavy-duty/periodic cleaning such as carpet shampooing, wax stripping, power floor scrubbing, in-depth cleaning of problem areas, exterior windows, stairways, decks, courts, entryways and walks, scheduled cleaning of labs and private offices.

Respond to callbacks and overtime duties as necessary.

### **Other Duties**

Perform minor repairs as needed.

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: safely, efficiently and effectively use cleaning materials; read and write at a level sufficient to successfully perform required duties; understand, follow, and convey written and oral instructions; meet the physical requirements necessary to safely and effectively perform the required duties; quickly learn and successfully use new technologies and products as directed; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under workload pressure, demonstrate an understanding of, sensitivity to, and appreciation for, the diverse 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.