

## Santa Clarita Valley Food Service Agency

## Position Description

Position: Custodian I	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to: Director, Finance & Administration or his/her designee	Salary Grade: 109

### Summary

Performs custodial and light maintenance of food preparation, office, public access, and related facilities.

### Distinguishing Career Features

The Custodian is a service level position requiring the ability to organize work routines to cover assigned square footage, use available tools and equipment, and replenish supplies.

### Essential Duties and Responsibilities

- Cleans and disinfects food production, processing, and storage areas to acceptable food service standards. Cleans spaces to standards and to avoid foot traffic slipping on surfaces.
- Cleans, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and paper products.
- Cleans public entry and use areas including, but not limited to hallways, stairways, elevators, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates and elevator tracks.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and performs spot cleaning to carpeted areas.
- Performs regularly scheduled cleaning of office areas including, but not limited to furniture, fixtures, pencil sharpeners, boards.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events.
- Replaces light bulbs and fluorescent tubes.
- Mixes chemicals and other cleaning aids with appropriate ratios for cleaning.
- Receives and prepares dishware, utensils, and pots for washing.
- Documents work activities, inspections, and unanticipated occurrences.

- Performs other related duties as assigned.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires knowledge of use and application and proper safety precautions with chemicals and cleaning agents. Requires basic knowledge of building repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires basic arithmetic to make measurements. Requires sufficient human relations skill to exercise courtesy when dealing with others.

### **▪ Abilities**

Requires the ability to perform all essential duties of the position with general supervision. Must be able to observe all safety precautions and procedures. Requires the ability to operate custodial tools and equipment such as, but not limited to, vacuums, floor care equipment, and restroom cleaning equipment. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a specialist. Must be able to follow oral and written directions and read MSDS sheets. Requires the ability to work productively and cooperatively with others.

### **▪ Physical Abilities**

Incumbents must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry, push, pull, bend, squat, reach (from low, level, and overhead – max 75 pounds), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

### **▪ Education and Experience**

The position requires a High School diploma or equivalent and 1 year custodial experience.

### **▪ Licenses and Certificates**

May require a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.