



Custodian

SUMMARY OF POSITION

To be responsible for set up and tear down of tables, chairs and other equipment of meeting rooms and banquet room facilities: and the care, upkeep and cleaning of assigned buildings and related facilities.

DUTIES AND RESPONSIBILITIES

- Sweep, vacuum, mop, wax, strip and polish floors.
- Dust and polish furniture, woodwork, fixtures and equipment.
- Wash windows and walls.
- Prepare meeting and conference rooms as assigned, setting up tables, chairs, audio visual and sound equipment.
- Clean desks and countertops.
- Perform minor maintenance on building-related equipment as necessary.
- Empty and clean waste receptacles.
- Clean and maintain supplies in restrooms.
- Move and arrange furniture and equipment and set up rooms for special meetings or events.
- Clean and adjust shades and blinds.
- Clean air vents as required.
- Lock and unlock doors.
- Maintain custodial supplies and equipment.
- Clean and maintain kitchen facilities, equipment and inventory.
- Perform related duties as assigned.

MINIMUM REQUIREMENTS

Equivalent to completion of the twelfth grade and six months of experience as a custodian working for a municipality or one year of experience working as a custodian in the private sector. Must be able to lift 25 pounds on a repeated basis throughout a 4 hour shift.

SPECIAL REQUIREMENTS

Possession of an appropriate valid California driver license. The position requires repetitive moving, set up and removal of tables, chairs, audio visual equipment and sound equipment.