APPRENTICE CUSTODIAN

DEFINITION

Under supervision, the apprentice custodian receives training and practical instruction to develop skills and abilities in order to perform semi-skilled custodial and cleaning duties in specified College buildings and adjacent grounds; and performs related duties as required or assigned.

POSITION CHARACTERISTICS

The Apprentice Custodian position is the trainee level of the Custodian series. Incumbents learn custodial and cleaning skills following established procedures and guidelines which include the safe use of manual tools and electrically-powered machines; and the safe use of equipment for cleaning. This position is distinguished from the Custodian in that the latter performs the full range of custodial duties in classrooms, restrooms, offices, workshops and related facilities.

EXAMPLES OF DUTIES (Illustrative Only)

The Apprentice Custodian must demonstrate the ability to learn and apply custodial and cleaning duties in order to perform the following:

- Sweeps, mops, scrubs, waxes, polishes, stripes, seals and buffs floors (E)
- Vacuums and shampoos rugs and carpet; cleans and spot carpets (E)
- Dusts and polishes furniture and woodwork and cleans black and white boards (E)
- Empties, cleans and lines waste receptacles and disposes of trash and/or recycle materials; picks up trash in adjacent grounds areas (E)
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and light fixtures (E)
- Cleans drinking fountains; cleans and disinfects restrooms including floors, walls, fixtures and mirrors and restocks restroom supplies as necessary (E)
- Moves office and classroom furniture and equipment (E)
- Replaces light bulbs and may make minor non-technical repairs to buildings and fixtures (E)
- Closes windows, turns lights on and off; locks and unlocks doors; secures buildings (E)
- Reports the need for maintenance and repair and assists others in making repairs as needed (E)
- Observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards (E)
- Follows label instructions to safely mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use (E)
- Safely operates College vehicles and a variety of custodial tools, equipment and supplies, including buffers and vacuum cleaners (E)
- Maintains equipment and materials in proper condition (E)
- Keeps basic records of work performed such as timesheets (E)
- May assist in setting up rooms for special meetings and equipment for classes
- May communicate with faculty and/or administrative staff to determine specific cleaning requirements
- Performs related duties as required or assigned

(E) = designates an essential function
QUALIFICATIONS

Knowledge of or Ability to learn:

- Cleaning techniques and materials used in housekeeping, janitorial or custodial services
- Cleaning methods, and the safe use of cleaning materials such as disinfectants
- Use and minor maintenance of custodial tools and equipment
- Safety practices and equipment related to the work
- Safe driving methods and techniques

Skill in and Ability to learn and apply:

- The safe use of cleaning material, equipment and methods according to established industry and safety standards
- Proper cleaning procedures and the safe use of equipment and supplies used in custodial work
- The proper maintenance of assigned tools and equipment in clean working order and provide proper security
- Safety techniques when driving College vehicles and lifting heavy objects
- Techniques to understand and following written and oral directions
- Methods to complete assignments on time
- Communication strategies to establish and maintain effective and cooperative working relationships with those encountered in the course of the work

Other Requirements:

- Must possess and maintain a valid California drivers license and safe driving record during the course of employment
- With proper equipment, must possess sufficient strength and stamina to maneuver equipment and furniture weighing up to 90 pounds
- Must be willing to work at various college sites, off-hour shifts and overtime as necessary
- Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety equipment and procedures

Education and Experience:

Equivalent to completion of the tenth grade. Prior experience in housekeeping, janitorial, or custodial services which will provide the knowledge and skills or the ability to learn and apply custodial and cleaning skills as described is desired.

Established: 9/01/11