

JOB DESCRIPTION

City of Patterson



Human Resources

Part-Time Facility Custodian

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, performs routine custodial and cleaning duties in municipal buildings and adjacent grounds; performs related work as assigned. Work is performed without immediate supervision in an assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and administrative direction from Supervisor.

This position does not routinely exercise supervision.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Sweeps, mops, scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets.

Dusts and polishes furniture and woodwork; dusts radiators.

Empties, cleans and lines waste receptacles and disposes of trash.

Washes doors, windows, walls, ceilings, venetian blinds and furniture; polishes metalwork.

Cleans and disinfects restrooms; restocks restroom supplies as necessary.

Cleans lighting fixtures and replaces light bulbs and fluorescent tubes.

Moves office furniture and equipment and may make minor repairs; reports the need for maintenance and repair.

Strips, seals and buffs floors.

Closes windows, turns off lights, and locks doors to secure buildings.

Maintains equipment and materials in proper condition.

Keeps basic records of work performed, time sheets, etc.

Observes safe working practices, including maintaining storage areas in a safe condition.

Corrects or reports any safety or fire hazards.

Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.

Uses a wide variety of tools, equipment and supplies.

Reports unauthorized persons and other security problems.

Sets up meeting rooms and rearranges furniture.

Sets up stages for special events; operates curtains and lighting and sound systems; performs minor painting and carpentry repairs at the Civic Auditorium; moves risers and chairs to other sites for special events.

MIMIMUM QUALIFICATIONS

Knowledge of: Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment. Use and minor maintenance of hand and power tools and equipment used in janitorial work. Safety practices and equipment related to the work.

Ability to: Understand and follow written and oral instructions. Complete assignments independently without immediate supervision. Establish and maintain effective working relationships with those encountered in the course of the work.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six (6) months of professional janitorial or custodial work.

License or Certificate: Possession of a valid Class C California Drivers' License.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in a standard office environment.

Physical Conditions: While performing the duties of this job, the employee regularly stands and walks for long periods of time, and walks over uneven surfaces. The employee is required to have acceptable eyesight (with or without correction), acceptable hearing (with or without correction), depth perception, and the ability to distinguish colors and detect odors. Must have physical agility to push/pull, have good manual dexterity, climb, bend, kneel, stoop and reach overhead, lift and carry job related equipment weighing 45 pounds and over.

FLSA Status: Non-exempt

Approval by Council: March 16, 2021

Revised: June 21, 2021 - DS