

CUSTODIAN/MAIL COURIER

DEFINITION

Under direction performs custodial services in keeping assigned areas clean, orderly and secure; keeps grounds neat and clean at all times; picks up and delivers supplies, equipment, mail and other items to county and district locations; performs related duties as assigned.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Performs routine custodial duties such as vacuums, sweeps, mops and conducts spot cleaning to maintain floors; empties trash from containers both inside and outside and changes trash liners; sanitizes rest room areas and disinfects toilets, urinals, sinks and drinking fountains; cleans and polishes mirrors, chrome and partitions in rest room areas; checks and refills towel, toilet paper and soap dispensers; dusts and polishes furniture; removes cobwebs; cleans and/or disinfects tables, desks, blackboards, counter tops, woodwork, and vents in classrooms and work areas; spot cleans walls as needed; picks up papers and debris; cleans walkway and entrances; moves equipment and furniture when performing above cleaning activities. Prepares for special activities or events; maintains a sufficient quantity of janitorial materials; makes minor repairs to school equipment and buildings. Keeps grounds neat and clean at all times by sweeping walkways, sidewalks and other areas; may sweep or blow debris from parking lots. Drives a county vehicle on an established route to various locations; picks up and delivers mail and supplies according to established timelines.

EDUCATION AND EXPERIENCE

Education and Experience

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and experience that demonstrates ability to perform the duties as described.

Knowledge

Cleaning materials, methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; rules, regulations and procedures to properly dispose of hazardous fluids, blood borne pathogens and chemicals; routine grounds keeping methods and practices; care and maintenance of custodian and groundskeeper equipment and tools.

Skills and Ability

Must be able to perform all of the essential duties of the position with limited supervision. Communicate effectively in both oral and written form; read, understand and follow instructions, schedules and safety label directions; operate a variety of custodian and grounds keeping

equipment in a safe manner; basic mathematical skills to understand ratios for mixing cleaning solutions; work independently with minimal supervision; perform the physical requirements of the position; work cooperatively and effectively with individuals and groups.

Physical Ability

Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 50 lbs. on a frequent basis, over 50 lbs. on an occasional basis. Requires good hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires leg and foot dexterity to operate vehicle's gas, brake and clutch pedal while driving to operate equipment and read safety materials.

Licenses and Certificates

Valid California driver's license.

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