

DEVELOPMENTAL SERVICES

PORTERVILLE DEVELOPMENTAL CENTER

JOB DESCRIPTION

LOCATION: HOUSEKEEPING/JANITORIAL SERVICES

JOB TITLE: CUSTODIAN I

GENERAL STATEMENT OF DUTIES: Under supervision, to perform janitorial duties in keeping an area assigned area clean and orderly.

SUPERVISION RECEIVED: Custodian Supervisor I, Custodian Supervisor II

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Must be able to understand all facility and departmental policy and procedures.

TYPICAL WORKING CONDITIONS: On-going interaction with clients, personnel and the general public. Potential Exposure to communicable diseases, blood-borne pathogens and other conditions common to a clinical nursing environment, work in extreme weather conditions. Position requires standing, sitting, lifting, bending and stooping. Subject to float in different work areas and assignments as required.

MAJOR TASK, DUTIES AND RESPONSIBILITIES:

40% Cleans assigned work areas as directed and/or outlined on cleaning schedule or procedural manuals. Tasks include but not limited to: sweeps, scrubs, mops, spots, and waxes floors: vacuums rugs and carpets: cleans, dusts, and polishes cabinets, furniture, and woodwork: empties and cleans waste receptacles: cleans stairways, elevators, hallways, restrooms, offices, lobbies and client living areas: cleans ceilings, walls, windows, window shades, light fixtures, interior glass partitions, and Venetian blinds: assist in moving and arranging furniture and equipment as required.

15% Operate janitorial equipment/machinery. Maintains janitorial equipment in clean condition. Notify supervisor when equipment needs repair. Maintains a safe work environment. This includes but is not limited to use of equipment and supplies.

15% May assist in providing instructions and training to new employees in the proper use of equipment and safe cleaning methods, understanding MSDS and janitorial procedures.

15% Requests cleaning supplies and equipment as needed, including chemicals and selects proper cleaning materials and supplies to complete daily tasks.

15% Other assigned tasks and specialized duties as needed or required.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, chemicals, disinfectants, and equipment use in janitorial work: and safety practices in janitorial work.

ABILITY TO:

Safety use and care for janitorial equipment and supplies: follow directions: and communicate effectively at a level appropriate to the classification.

Employee

Date

Supervisors Signature

Date

Reviewing Supervisor Signature

Date