

# Custodian

## California State Personnel Board Specification

- **Schematic Code:** DC40
- **Class Code:** 2011
- **Established:** 1931
- **Revised:** 07/20/2004
- **Title Changed:** 07/20/2004

### Definition

Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

### Typical Tasks

Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

When assigned to work crew-oriented duties, may be called upon to give experienced guidance to Service Assistants (Custodian) in the performance of routine janitorial tasks. Typically, this guidance is provided to only one Service Assistant (Custodian) at a time.

### Minimum Qualifications

#### EITHER I

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

#### OR II

Six months of experience as a Custodian.

### Knowledge and Abilities

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices in janitorial work.

Ability to: Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification.

## **Special Personal Characteristic**

Willingness to work at night.

Updated 6/3/2012