

# CONEJO RECREATION & PARK DISTRICT

## Job Title: Custodian

Division: Parks & Planning

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### Summary:

Under general supervision, performs a variety of building custodial tasks, including difficult and complex custodial maintenance, in accordance with District policies and procedures.

### Essential Duties and Responsibilities:

- Sweeps, scrubs, mops, seals, waxes and polishes floors.
- Vacuums and shampoos carpets.
- Dusts, cleans and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows, cleans restrooms and replenishes supplies.
- Empties waste receptacles and cleans sinks and counters.
- Opens and secures buildings.
- Maintains a variety of records.
- Notifies management concerning need for major repairs or additions.

### Other Duties and Responsibilities:

- Performs minor building maintenance tasks, including plumbing repairs.
- Delivers supplies to work sites of contract custodians.
- Performs related duties as assigned.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### Education/Experience:

High school diploma or equivalent (GED); three years of related experience and/or training; or equivalent combination of education and experience.

#### Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports.

**Mathematical Ability:**

Ability to add and subtract two digit numbers, multiply and divide, to measure and mix portions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

**Certificates and Licenses:**

California Driver's License

**Supervisory Responsibilities:**

This position has no supervisory responsibilities, but may provide oversight of contractors.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high precarious places and vibrations. The noise level in the environment is moderate. The employee is regularly required to work nights and weekends.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance; talk or hear. The employee is frequently required to lift up to 10 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus, see in poor light, or good night vision, color vision, distance vision, and peripheral vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Custodian  
JD2020 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*