

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION

**JOB TITLE:** Custodian

**BASIC FUNCTION:** Under the supervision of the area Manager/Assistant Manager, performs general or specialized janitorial tasks in keeping assigned building areas and facilities in a clean and orderly condition.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Sweeps, scrubs, and mops floors.
2. Dusts and polishes furniture and woodwork.
3. Cleans restrooms and replenishes supplies.
4. Empties and cleans waste receptacles.
5. Cleans blackboards and whiteboards.
6. Washes windows and walls.
7. Sets up, moves, and arranges furniture and equipment.
8. Turns out lights and locks doors and windows as required.
9. Replaces light bulbs.
10. Maintains cleaning materials.
11. Picks up paper and trash.
12. Sweeps and pressure washes patios and sidewalks.
13. Cleans other facilities as assigned.
14. Performs special projects as assigned.
15. Sprays to protect from insect infestation indoors and outdoors as required.
16. May do minor repair work on building equipment and facilities as needed.
17. Strip and wax floors as required.
18. Check fire extinguishers monthly for full charge and sign off on extinguisher sign off tag.
19. Vacuum and clean carpets as needed.
20. Participates in District-provided in-service training programs.
21. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
22. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Six months of generally related janitorial or building maintenance work is required.

**LICENSES/CERTIFICATIONS:** Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** Methods, materials, and equipment used in janitorial and simple maintenance work.

**ABILITY TO:** Do manual work; understand and follow oral and written instructions; establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing, and lifting. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.