



**Custodial Assistant**  
(8/2016)

Under supervision of the Recreation Division, this position performs a variety of tasks in the maintenance, cleaning, care, and monitoring of District buildings and related facilities. Positions assigned to this class generally work under minimal supervision and are expected to work independently, in the performance of a wide variety of routine, unskilled to semi-skilled maintenance tasks. Generally, work is observed and reviewed during performance and upon completion. Any changes in procedures or exceptions to rules are explained in detail as needed.

Custodial Assistants are considered part-time seasonal with work hours assigned as needed, but generally not to exceed 30 hours per week. The Custodial Assistant is normally scheduled to work evenings, holidays and some weekends, starting pay is \$12/hour.

**Essential Duties and Responsibilities:**

- Open buildings and park facilities, greets public and rental patrons.
- Set-up furniture, A/V equipment, etc. and assists rental groups.
- Sweep, mop, and buff floors regularly; strip and refinish floors as required.
- Vacuum and shampoo carpets.
- Dust, wash, and polish furniture and woodwork.
- Empty, sanitize and clean waste receptacles.
- Clean drinking fountains.
- Polish metal work.
- Fill paper and soap dispensers.
- Wash, scrub and disinfect restrooms.
- Wash windows.
- Replenish supplies.
- Turn off lights and lock doors and windows.
- Perform minor building maintenance tasks.
- Require regular, predictable attendance.
- Perform related work as required.
- Other duties as assigned.

**Knowledge Of:**

- Common custodial cleaning methods and techniques.
- Customer service.
- Safe work practices.

**Education & Experience:**

- High school diploma or GED.
- Knowledge of basic custodial cleaning methods and techniques.
- The ideal candidate would have custodial, floor maintenance and floor refinishing experience.

**Ability to:**

- Follow schedules and procedures.
- Read maps and diagrams.
- Establish and maintain cooperative working relationships.
- Perform the physical activity involved in common custodial cleaning activities, including washing windows, moving and lifting tables, stacking chairs, and lifting trash cans, mop buckets, and other items in excess of 50 lbs.
- Learn the operational characteristics and uses of common custodial cleaning equipment and use them. Ability to operate motorized cleaning equipment.
- Climb and work from ladders and scaffolds.
- Work without immediate supervision.
- Provide excellent customer service.
- Understand and follow written and oral instructions and communicate clearly orally and in writing.
- Read multiple facility schedules and assess needs accordingly.
- Demonstrate sound judgment and time management skills.
- Multitask and prioritize projects.

**Special Requirements:**

- Possession of a valid California driver's license, reliable transportation and a good driving record.
- DOJ Fingerprint and background check.
- Pre-Employment physical & drug test.