



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
CUSTODIAN**

DEFINITION

Under general direction, keeps an assigned building space clean and orderly; makes minor building repairs; does related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Custodian is a custodial and maintenance class in the Maintenance Department. In the case of Custodians assigned full-time to out-lying City buildings, they report to the head of the Department assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Custodian. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Sweeps, mops, strip and waxes, buffs, scrubs and oils floors.
2. Dusts, waxes, washes and polishes furniture and woodwork.
3. Attends safety trainings and educational classes in relation to cleaning supplies and chemical disposal.
3. Replenishes supplies.
4. Empties and cleans waste receptacles, cleans restrooms, washes windows, doors and walls.
5. Tends surrounding grounds.
6. Replaces light bulbs and polishes metal work.
7. Moves and arranges furniture and equipment for special events.
8. Gives information to the public and raises and lowers flags.
9. Turns out lights, secures doors and windows, and serves as watchperson for building assigned.
10. Makes minor repairs and reports the need for major repairs.

11. Takes care of equipment and materials used on shift.
12. Establishes and maintains effective working relationships with supervisors, co-workers, and general public.
13. Follow oral and written directions.
14. Answer questions and provide information to the public.
15. Work weekends and shifts as assigned.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

Graduation from high school or substantial experience and training equivalent to the completion of the 12th grade is desirable, but not mandatory.

Three (3) years of experience working for a State, County or City government agency or private company with a minimum of 250 employees serviced.

License or Certificate:

Must possess a valid California Driver's License or have the ability to obtain one prior to appointment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee's work may be regularly performed indoor or outdoor and seasonal climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, lifting up to 50 pounds, standing, bending, pushing, and reaching.