CUSTODIAN/HOUSEKEEPER
Effective: 11/1/04

DEFINITION/PURPOSE:

Under supervision, to clean, maintain and keep areas of Housing Authority property in sanitary condition; to clean and prepare vacant units so that they can be reoccupied; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This position performs routine custodial work, cleans and sanitizes vacancies to get them ready for re-occupancy.

SUPERVISION RECEIVED AND EXERCISED:

This classification receives direct and general supervision from the Regional Maintenance Manager and may receive lead and technical direction from Area Housing Managers or others, as assigned.

The classification is not responsible for the supervision of any Authority classifications.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Sweeps, scrubs, and mops floors; strips, waxes, and polishes floors using light and heavy powered scrubbers and buffers. Vacuums, spot cleans, and shampoos rugs, using light and heavy vacuum cleaners, and in accordance with approved methods of carpet cleaning. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them. Cleans ovens, stoves, refrigerators and heaters.
- Washes, dusts and polishes furniture, woodwork and shelves; empties and cleans waste receptacles; cleans walls, fountains, and windows; dusts all intake and exhaust vents, light fixtures and other furnishings; picks up and stocks supplies.
- Limited fumigation and extermination of dwelling units and offices.
- Checks security of building before leaving, locks doors and turns off lights; keeps utility storage area and custodial equipment clean and in good order; makes reports on safety hazards or areas in need of repair; some positions may raise and/or lower the flag.
• Hang clean curtains, drapes and cubicle curtains, move furniture and equipment for cleaning and rearrangement, and replaces lights.
• Change light bulbs, including overhead fluorescent lights, test smoke alarms; replace batteries as needed.
• Note condition of unit and report necessary repairs to supervisor.
• Keeps restrooms in clean, orderly, and sanitary conditions. Sweeps, scrubs, and waxes floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, bathtubs/showers, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Note condition of restroom and reports to supervisors broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
• Operate two-way radio.
• Operates a motor radio.

OTHER JOB FUNCTIONS:

• Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Basic principles and practices of routine custodial practices and modern cleaning methods. Basic supplies, equipment, tools and materials used in the custodial and cleaning function. Basic job safe practices used in the custodial function. Correct use of oral and written English.

Ability to – Perform basic janitorial work, including a variety of manual tasks. Read maps, basic mechanical diagrams, and schematics. Establish and maintain effective working relationships with those contacted in the course of work. Communicate tactfully and effectively with the public, residents, and employees. Responding effectively to oral as well as written instructions. Communicate clearly and concisely in oral English. Follow oral and written instructions. Plan and complete assigned duties on a regular schedule. Use initiative in work situations. Maintain the mental capacity to make sound decisions, and the physical condition to perform the assigned duties and responsibilities.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment – The employee must be able to stand and work for lengthy periods of time in both indoor and a variety of outdoor physical and weather environments. Possess the stamina to perform heavy labor. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places. Drive automotive vehicles. Exposure to hazardous gases and chemical compounds that may be used in the course of cleaning work. Must posses the manual dexterity to use small hand tools. Be able to lift up to 35 lbs.
Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service.

- Be insurable by the Housing Authority’s insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Six months experience in janitorial or light building maintenance.

Education – Graduation from an accredited high school or possess an equivalent certificate or diploma recognized by the State of California.