



# CITY OF BANNING, CALIFORNIA

## Custodian

Job Code: 4440

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs work related to the cleaning and general maintenance and repair of Community Services buildings.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Performs cleaning, sanitizing and restocking of restrooms. Set up, tears down and cleans prior to and following programs and activities. Receives, assembles and sets up furniture and equipment. Cleans and maintains Community Services rooms and offices. Vacuums, shampoos and maintains carpeted areas and cleans, mops, waxes, buffs and polishes floors. Monitors proper use of equipment and facilities.

Inspects facilities and grounds for necessary minor maintenance and repair. Repairs or replaces damaged or non-working equipment. Submits work orders for equipment and facility repairs. Receives and stocks supplies, equipment and tools. Follows occupational safety and health regulations and guidelines.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of inventory control methods and techniques.
- Knowledge of operation, use and maintenance of cleaning equipment.
- Knowledge of basic building maintenance methods and practices.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in reading and following written instructions regarding the mixing and handling of cleaning and maintenance chemicals.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** one (1) year of custodial or building maintenance experience.

**ADDITIONAL REQUIREMENTS:** May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 75 pounds.