

<i>Code: 2171</i> <i>Title: CUSTODIAN</i>
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**SUMMARY:** Performs custodial tasks in buildings, offices or other facilities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Cleans rooms, furnishings and equipment;  
Washes and disinfects equipment and furnishings with detergent and germicides;  
Sweeps, vacuums, mops, strips and buffs floors;  
Cleans and disinfects rest rooms and kitchens, including sinks, tile trim, countertops, toilets, bathtubs and other fixtures;  
Cleans, dusts and polishes furniture;  
Changes bed linen, removes dirty linen, replaces with clean linen and cleans beds;  
Empties wastebaskets and picks up trash;  
Disposes of hazardous waste and contaminated materials using approved disposal methods;  
Maintains & stocks lavatory supplies;  
Ensures control of cleaning materials in designated sensitive areas;  
Moves and sets up furniture and equipment;  
Reports need for major repairs to supervisor;  
May make simple building and equipment repairs (such as changing light bulbs);  
May clean passenger vehicles, utility vehicles and heavy equipment.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- practices and methods of cleaning equipment, rooms and furnishings;
- appropriate techniques for identifying and disposing of hazardous waste and contaminated materials;
- appropriate use of cleaning equipment and materials, including toxic chemicals;
- basic infection control techniques.

Skill in:

- using cleaning tools, equipment and materials;
- performing manual cleaning tasks;
- understanding and following oral and written instructions;
- communicating effectively with supervisors, co-workers, staff, patients and visitors.

**MINIMUM QUALIFICATIONS:**

Any combination of training and experience which demonstrates the minimum knowledge and skills.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions in this classification may require an Arizona Department of Public Safety (DPS) regular Clearance Card at the time of appointment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/certification shall be grounds for termination.

**Special Notice Items:** Department of Labor Regulation CFR Part 1910.1030 requires notification that some positions in this category may have a moderate risk of exposure to blood borne pathogens. In accordance with OSHA and Pima County guidelines and regulations, Hepatitis B vaccine, tuberculosis screening and respiratory protection training, safety equipment and personal protective clothing will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 10/20/91(sk)  
Updated 7/8/14(lsg)