

Duties	Tasks												
<b>A Clean Restrooms</b>	A-1 Stock janitorial cart	A-2 Sweep hard floors	A-3 Clean bathroom stall partitions	A-4 Clean bathroom walls	A-5 Restock dispenser supplies	A-6 Sanitize/disinfect floors	A-7 Disinfect restroom fixtures (e.g., toilets, sinks)						
<b>B Perform Daily Indoor Cleaning</b>	B-1 Perform high and low dusting	B-2 Vacuum carpet areas	B-3 Sanitize phones	B-4 Clean mirrors, windows and window ledges	B-5 Dispose of garbage/recyclables	B-6 Clean stairwells	B-7 Dust mop floors	B-8 Mop floor (wet, damp and spots)	B-9 Spot clean walls	B-10 Spot clean carpet	B-11 Clean/polish furniture	B-12 Complete task and frequency reports	
	B-13 Clean break room/kitchen area												
<b>C Perform Outdoor Cleaning</b>	C-1 Transport equipment	C-2 Inspect job site to determine necessary	C-3 Secure the work area	C-4 Remove debris	C-5 Clean entrance	C-6 Remove gum	C-7 Vacuum mats	C-8 Clean/polish outdoor fixtures (e.g., phones, ashtrays, benches)	C-9 Remove graffiti	C-10 Clean parking area	C-11 Remove oil and grease spills		
	C-12 Maintain decorative fountains	C-13 Disinfect garbage disposal areas	C-14 Write condition reports										
<b>D Perform Periodic Maintenance</b>	D-1 Strip floors	D-2 Scrub floors	D-3 Wax floors	D-4 Buff floors	D-5 Clean baseboards, door tracks, vents & ledges	D-6 Powerwash bathroom interior	D-7 Powerwash building exterior	D-8 Wash walls	D-9 Shampoo carpets	D-10 Groom carpets			
<b>E Set up Special Events</b>	E-1 Provide indoor/outdoor furniture	E-2 Provide additional trash/recycle receptacles	E-3 Assist security and engineering	E-4 Provide event signage									
<b>F Supervise Staff</b>	F-1 Brief staff	F-2 Ensure staff follow safety guidelines	F-3 Verify staff are ensuring public safety	F-4 Identify tasks to assign to staff	F-5 Coordinate staff assignments	F-6 Inspect quality of work performed	F-7 Evaluate staff	F-8 Write "write-ups" (e.g., disciplinary, facility)					
<b>G Perform Administrative Tasks</b>	G-1 Respond to bid proposals	G-2 Ensure compliance with company policy, OSHA regulations, client contacts and unions		G-3 Write compliance reports	G-4 Develop quarterly work plan	G-5 Conduct staff meetings	G-6 Handle customer complaints	G-7 Adhere to budget	G-8 Inventory supplies	G-9 Order supplies	G-10 Schedule additional staff as needed		

# Skills Profile for Custodian/Environmental Specialist

## Panel of Experts

Jaime G. Bengco  
Supervisor  
KTB Management Group  
San Francisco, CA

Michael Co  
Field Supervisor  
MC Janitorial Service  
San Francisco, CA

Chester Meadows  
Owner  
Meadowland Janitorial Service  
San Francisco, CA

Hector A. Orellana  
One Source/North Point Inv.  
San Francisco, CA

Kenneth Raymundo  
Field Supervisor  
MMC Janitorial Services  
San Francisco, CA

Deborah Stewart  
Supervisor/Assistant Operations  
KTB Management Group  
San Francisco, CA

## DACUM Facilitators

John Carrese  
Camilla Lee  
Tannis Reinhertz  
*Krista Mahan, Team Leader*

## Produced For



## OFFICE OF CONTRACT EDUCATION

800 MISSION STREET  
San Francisco, CA 94103

## Developed By



## GENERAL KNOWLEDGE AND SKILLS

Chemical applications  
Ability to select appropriate chemical for the task  
Operation and safety procedures for operating equipment and tools  
Contract compliance  
Carpet care techniques  
Ability to determine best methods to clean a specific area  
Ability to follow directions (oral and written)  
Proper lifting techniques  
First Aid and CPR  
Stretching exercises to prepare for work  
Ability to respond to evacuation plan  
Good verbal communication skills  
MSDS

## TOOLS, EQUIPMENT, SUPPLIES AND MATERIALS

Power wash machine	Rubber gloves
Mops	Broom
Vacuum	Neutral cleaner
Grooming brush	Shovels
Cleaning solutions	Wet/dry vacuum
Rubber boots	Back-brace (Belt)
Masks	Goggles
Ear plugs	First aid kit
Eye wash station	Water hose
Water hose	Rake
Pliers	Ladder
Putty knife	Janitor cart
Wrench	Radio (CD player)
Squeegee	Truck, van
Spray bottle	Trash bags / cans
Hand truck	Push Broom
Towels	Mop, bucket & ringer
Chamois	Cones
Safety signs	Dust mask
Caution tape	Dust pan
Rain coat	Binder, pens, paper
Safety vest	Walkie-talkie
Respirator	Clipboard
Toilet tissue	Pager, cell phone
Paper towels	Knee pads
Window washing kit	Brute Barrel
Water nozzle	

## WORKER BEHAVIORS

Willing to ask for help  
Ability to follow directions  
Team player  
Responsible  
Professional  
Punctual  
Common sense  
Positive attitude  
Organized  
Willingness to ALWAYS follow safety procedures  
Pride in workmanship  
Awareness of surroundings  
Attention to detail

## FUTURE TRENDS AND CONCERNS

Diversity training	Job simplification
New machinery	Improved efficiency
Robots	Less hazardous chemicals
New techniques	Ergonomics
Increase in employment opportunities	

## ACRONYMS

PPE Personal Protective Equipment  
OSHA Occupational Safety & Health Administration  
MSDS Material Safety Data Sheet  
SB198 Workplace Safety Program