

Custodian - 4 open full-time positions  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250953>

Downloaded On: Jan. 4, 2025 5:40pm

Posted Dec. 27, 2024, set to expire Jan. 14, 2025

**Job Title** Custodian - 4 open full-time positions  
**Department** Facilities and Construction - Custodial  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Dec. 27, 2024

**Application Deadline** 01/14/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5879964>

**Apply By Email**

**Job Description**

Custodian - 4 open full-time positions

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**Recruitment Start Date** 12/17/2024

**Recruitment End Date** 01/14/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 22-1 (Starting salary for a new classified hire at Citrus College is fixed at Step 1; includes one evening increment.)

**Pay Rate** \$3,727.83 per month / \$21.51 hr

**FLSA Status** Non-Exempt

**Benefits**

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### Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [18 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Accessibility to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

### General Description/Summary

#### POSITION SUMMARY

Performs custodial, grounds cleanup, and light maintenance of campus classroom, multi-use, office, or related facilities.

**NOTE: INTERVIEWS FOR THE 4 OPEN POSITIONS WILL BE IN 2025.**

### Minimum Qualifications/Education and Experience

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- A high school diploma, or the equivalent, and one year of custodial experience.
- Preferred Qualifications

### **Licenses and Certificates**

- A valid driver's license will be required if a custodian is to be assigned to the floor crew.

### **Essential Duties and Responsibilities**

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, pencil sharpeners, boards.
- Maintains safe and clean walkway and grounds surrounding the area of assignment. Picks up litter. Empties and cleans outdoor trash and smoking urns.
- On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oils or polishes woodwork, paneling, wood furniture, and metal fixtures.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.

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- Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
- Replaces lights, and stocks supplies in classrooms and kitchens.
- Keeps precise recycling records.
- Performs other duties as assigned that support the objectives of the position.

### **Knowledge, Skills and Abilities**

#### **Knowledge and Skills**

- Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
- Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use.
- Requires basic knowledge of building and plumbing repairs.
- Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms.
- Requires sufficient human relations skill to exercise courtesy when dealing with others.

#### **Abilities**

- Requires the ability to perform all essential duties of the position with general supervision.
- Must be able to observe all safety precautions and procedures.
- Must be able to operate and maintain tools and equipment.
- Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor.
- Must be able to follow oral and written directions and read MSD sheets.
- Must be able to work independently and collaboratively.
- Must be able to learn and apply District policies and procedures within a reasonable period of time.
- Must be able to obtain materials awareness and blood borne pathogens exposure training within a reasonable period of time.
- May require the ability to perform work assignments on varying shifts.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions.

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- Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Requires manual and finger dexterity to write and to clean and make minor repairs.
- Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Requires the ability to stand and walk for extended periods of time.

### **Working Condition**

- Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens.

**Department** Facilities and Construction - Custodial

**Job Category** Classified

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** Position 1: M-F 6:00 am - 2:30 pm | Position 2 & 3: M-F 12:30 pm - 9:00 pm | Position 4: M-Th 9:30 pm - 6:00 am & F 3:30 pm -12:30 am

### **Citrus College Diversity Statement**

#### **CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.

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- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### **Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1162>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

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