

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Job Title	Lead Custodian
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jan. 30, 2025
Application Deadline	02/18/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5963863
Apply By Email	
Job Description	

Image not found or type unknown



Lead Custodian

Closing Date: 02/18/2025

Definition:

The Department of Facilities is seeking a talented individual to fill the position of Lead Custodian (Night Shift).

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

Under the direction of the Custodial Supervisor, the Lead Custodian will assist in developing daily work schedules, prioritizing tasks, and providing technical assistance to an assigned supervisor. In addition, the Lead Custodian will perform a variety of cleaning tasks in assigned district facilities, assist with room setup for meetings and special events, and perform minor facilities maintenance tasks.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of May 2025. The schedule will include include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: This assignment is based on the Mission College campus in Santa Clara, CA but is a districtwide position and may be assigned to work on either West Valley (Saratoga, CA) or Mission College (Santa Clara, CA).

Salary and Benefits:

Anticipated Hiring Range:

- \$5,784.92 - \$6,296.92 monthly (WVMCEA Salary Schedule, Range 52, Steps A-C).

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Experience: Two years of responsible journey experience similar to Custodian with the West ValleyMission Community College District.
2. Education: Equivalent to the completion of the twelfth grade.

AND

License and Certificate: May need to possess an appropriate, valid California drivers license as required by the position.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Desired Qualification:

Knowledge and Abilities:

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Proper sanitization methods.
- Safe work practices.
- Floor care maintenance including stripping, waxing, polishing, and burnishing; carpet care maintenance including spotting and deep extraction.
- Current OSHA safety standards, and Material Safety Data Sheet (MSDS) information.

Ability to:

- Safely and efficiently operate equipment including carpet extractors, rotary floor machines, and power washers.
- Train others in safe and proper use of equipment and chemicals.
- Understand and follow written, verbal, or demonstrated instructions in the performance of custodial duties in an assigned area of a college campus.
- On a continuous basis, know and understand custodial operations and observe safety rules; identify and locate equipment; read and interpret work orders; and remember equipment location.
- On a continuous basis, stand and walk while performing custodial duties.
- Intermittently, sit while reading or preparing reports; bend, squat, climb, kneel, and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Use cleaning materials and equipment with skill and efficiency.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Examples of Duties and Responsibilities:

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

- Assist the Supervisor in the day-to-day coordination of a group of custodians.
- Ensure assigned duties are completed and on schedule.
- Communicate with supervisor for supply, materials and equipment needs.
- Assess completion of assigned work and share the findings with the supervisor.
- Assist in prioritizing work and ensuring that all cleaning areas are serviced and cleaned as needed when scheduled or unscheduled staff shortages occur.
- Assist in training custodial staff in proper cleaning methods, techniques, and procedures.
- Utilize the work order system to retrieve, coordinate and provide information on campus.
- Clean and sanitize restrooms, including fixtures, floors, and mirrors; replenish soap and paper goods.
- Pick up refuse from facilities and grounds; empty ashtrays and urns, wastebaskets, and other receptacles.
- Vacuum, sweep, mop, and polish floors and exterior steps.
- Clean stairs, hallways, corridors, walls, moldings, boards, outside steps, windowsills, and other designated areas.
- Clean blinds, radiators, grills, intake and exhaust vents, light fixtures, elevator interiors; polish metal fixtures and handrails.
- Dust, clean and/or wax work surfaces including desktops, furniture, and woodwork.
- Move and rearrange furniture and other equipment, as needed.
- Perform special maintenance projects such as power washing of graffiti, set up for large special events, periodic window washing and/or carpet shampooing, and stripping/waxing of tile floors.
- Maintain custodial equipment in good working order.
- Read and interpret work orders.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
 - A completed online West Valley-Mission Community College District application;
 - Supplemental application questions;
 - Resume;
 - Unofficial copies of transcripts, if requested;
 - Cover letter and/or reference list, if requested; and
 - Any requested licenses or certificates, if applicable.

- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

such in the Required Transcripts document field.

- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 274-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college

Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Governing Board.

- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-250FT

Open Date: 01/28/2025

Close Date: 02/18/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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



Lead Custodian
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252426>

Downloaded On: Jan. 30, 2025 10:22pm

Posted Jan. 30, 2025, set to expire Feb. 18, 2025

Contact

N/A

West Valley-Mission Community College District

,