

FT Lead Custodian - Swing Shift: 2:00PM to 10:30PM
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=257595>

Downloaded On: Jun. 5, 2025 11:14pm

Posted Jun. 2, 2025, set to expire Jun. 26, 2025

Job Title FT Lead Custodian - Swing Shift: 2:00PM to 10:30PM
Department Lead Custodian-25
Institution Cerritos College
Norwalk, California

Date Posted Jun. 2, 2025

Application Deadline 06/26/2025
Position Start Date Available immediately

Job Categories Professional Staff
Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6263515>

Apply By Email

Job Description

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Salary: \$58,804.92 - \$70,501.56 Annually

Job Type: Full Time

Job Number: Lead Custodian-25

Closing: 6/26/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Lead Custodian-25

Division:

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Facilities

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on June 26, 2025 at 11:59 PM (or when 100 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), Our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Summary

Oversees and participates in the custodial and light maintenance work at an institution. Leads a crew and performs a variety of work in the custodial maintenance of a large educational facility.

Distinguishing Career Features

The Lead Custodian demonstrates skills and abilities in routine and skilled custodial tasks, light

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maintenance, prioritizing work assignments, working independently, the ability to lead and conduct quality reviews of crews, and can lead major cleaning such as carpeting, and stripping and refinishing of floors.

Job Duties

Essential Duties and Responsibilities

- Plans, prioritizes, leads, and carries out the assigned custodial services. Coordinates, assigns, participates in, and inspects the work of assigned Custodians, and provides communications to the staff or maintenance on matters needing attention.
- Performs routine Custodian duties as assigned. Provides or coordinates orientation and training of Custodians in work methods, best and safe practices.
- Coordinates, oversees, and participates in major cleaning projects that include carpets, wood floors requiring stripping and refinishing, walls, and windows. Initiates orders for equipment and supplies in connection with projects.
- Reviews daily and weekly site schedules and rearranges routines or obtains substitutes for custodial services to minimize interruptions in cleaning. Maintains records of work activity.
- Confers with management for custodial and maintenance needs of assigned building, grounds, and facilities.
- Initiates orders for, and receives, stores, and issues, custodial supplies, materials, and equipment.
- Oversees and participates in cleaning and setup of rooms, furniture, and equipment arrangement for campus activities and special events.
- Prepares and submits work orders, and follows up on major maintenance work requests using a computer-aided work order system. Ensures the cleanliness, and proper appearance of facilities.
- Oversees and sets up rooms and facilities for a variety of day and evening activities.
- Conducts routine inspections of cleaning quality.
- Documents daily work activity such as attendance of Custodians, work performed, problems encountered, and supplies consumed.
- Unlocks and locks doors and gates. Inspects buildings and grounds for damage, security, and safety hazards.
- Pulls supplies for custodial use and checks supply inventory levels.
- Performs the duties of a Custodian as required to meet timelines and quality.
- Raises and lowers flags according to proper protocol.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

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Minimum Qualifications

Education and Experience

The position requires completion of high school or equivalent and three years of experience as a Custodian.

Preferred Qualifications

- 1 year of Custodial experience.
- 1 year of Lead or Supervisor experience.

Supplemental Information

Knowledge and Skills

The position requires in-depth knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. Requires a working knowledge of work hazards and safety practices. Requires knowledge of leadership practices. Requires sufficient English language writing skills to document work activity. Requires sufficient human relations skills to influence the productivity of a small team and work cooperatively with site personnel and the public.

Abilities

Requires the ability to schedule, assign and perform quality reviews of the work of Custodians. Requires the ability to demonstrate custodial equipment and methods to Custodians. Requires the ability to plan, prioritize, and assign work in order to meet schedules and timelines. Requires the ability to document MSDS sheets. Must be able to write and maintain routine records, reports and correspondence. Requires the ability to work cooperatively and productively with others.

Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of an active nature. Requires the ability to maintain fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. 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 and carry (from overhead, waist and floor levels, max. 50 lbs.), push and pull (max. 75 lbs.), 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.

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Licenses and Certificates

May require a valid Driver's License and a First Aid Card.

Working Conditions

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 born pathogens.

Salary/Fringe Benefits

Grade 28 on District Salary Schedule (\$4,900.41 - \$5,875.13 /month) + 2.5% swing shift differential.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment This is a full-time, 12-calendar month classified position.

Hours of employment are: Swing Shift - Monday thru Friday 2:00PM to 10:30PM

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be able to provide proof of California residency prior to employment.

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Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedure

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents:

1. Cover Letter
2. Resume/CV

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4943187/ft-lead-custodian-swing-shift-200pm-to-1030pm>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

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Contact

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