

Custodian
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=267903>

Downloaded On: Nov. 5, 2025 7:02pm

Posted Nov. 5, 2025, set to expire Dec. 10, 2025

Job Title Custodian
Department Facilities and Construction - Custodial
Institution Citrus Community College
Glendora, California

Date Posted Nov. 5, 2025

Application Deadline 12/10/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6696007>

Apply By Email

Job Description

Custodian

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Recruitment Start Date 11/04/2025

Recruitment End Date 12/10/2025

Open Until Filled

First Consideration Date

Salary Range 22

Pay Rate \$3,802.40 - \$5,095.59 per month / \$21.94 - \$29.40 an hour

FLSA Status Non-Exempt

Benefits

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

- [19 Paid Holidays](#) and 12 Vacation Days (annually), up to 22 Vacation Days (annually) based on years of service
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Defined-Benefit Pension Plans
- District paid post-retirement medical, dental and vision for those employees who qualify and their eligible dependents
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)

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General Description/Summary

POSITION SUMMARY

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

Minimum Qualifications/Education and Experience

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

Preferred Qualifications

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

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

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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.
- 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

- 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.
- 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

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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.
- 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

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-F 12:00 pm - 9:00 pm

Work Shift Days, Evenings

Bargaining Unit Classified

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

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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.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

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- 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.
- 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 deliver 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 complete a writing prompt 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 current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1425>

Contact Information

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

Contact

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