

**Custodian (Five or more vacancies)
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=144015>

Downloaded On: Sep. 24, 2020 1:56pm

Posted Jul. 7, 2020, removed Sep. 14, 2020

Job Title	Custodian (Five or more vacancies)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1947777

Apply By Email

Job Description

Custodian (Five or more vacancies)

Position Number: 2013141078

Department: Custodial Services

Job Category: Classified Unit B

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Thursday, 10:00 p.m. - 6:00 a.m.; Friday, 6:00 p.m. - 2:00 a.m.

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Salary Range: B-34

Salary: Steps 1 - 6: \$3,366- \$4,297 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 04/28/2020

Initial Screening Date: 09/09/2020

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general supervision, performs the full range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to

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the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Custodial. Provides basic instructions or training to subs and/or inexperienced staff.

CLASS CHARACTERISTICS

This is the journey-level in the custodial class series that performs the full range of duties required to ensure that District buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Lead Custodian in that the latter is responsible for technical and functional supervision of assigned custodial staff and is capable of performing the most complex duties assigned to the function.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets.
2. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
3. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows with standard and specialized cleaning equipment; unclogs drains and toilets.
4. Picks up paper and other debris from District grounds, walkways, and areas adjacent to District facilities; sweeps concrete surfaces adjacent to District buildings.
5. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubber (both ride on and walk behind), pick-up machine, extractor, steamer, bonneting, high pressure washer, forklift, cardboard baler, and other equipment as assigned.

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6. Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, white boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors; operates and adjusts heating and ventilation equipment.
7. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
8. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
9. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
10. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
11. Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public.
12. Observes safe work methods and makes appropriate use of related safety equipment as required.
13. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
14. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
15. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
16. Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Maintains up to date knowledge of District sanitation and cleaning practices.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

Knowledge of:

1. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools,

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and equipment.

3. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Basic principles and procedures of record keeping.
6. Safe work methods and safety practices pertaining to the work.
7. Safe driving rules and practices.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

Skills and Abilities to:

1. Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, broom, and window washing equipment.
2. Clean and care for assigned areas and equipment.
3. Travel to different sites and locations on and off campus.
4. Meet and deal tactfully and effectively with the public.
5. Use a variety of small hand tools.
6. Maintain basic records.
7. Follow department policies and procedures related to assigned duties.
8. Understand and follow oral and written instructions.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

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

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Equivalent to the completion of the twelfth (12th) grade. Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

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Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:
[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

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Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> Mt. SAC Employment Website to complete and submit your application for this position.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

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Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [[url=https://apptrkr.com/1947777](https://apptrkr.com/1947777)]<https://hrjobs.mtsac.edu/postings/7776>

Contact Information

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

Contact

N/A

Mt. San Antonio College

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