

**Custodian (Graveyard)**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237274>

Downloaded On: Jun. 21, 2024 8:26am

Posted Jun. 11, 2024, set to expire Jun. 27, 2024

**Job Title** Custodian (Graveyard)  
**Department** SAC Administrative Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jun. 11, 2024

**Application Deadline** 06/27/2024

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

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**Job Description**

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**Custodian (Graveyard)**

**Rancho Santiago Community College District**

**Salary Range:** Grade 4: \$44,763.33 - \$57,142.88

**Job Type:** Full Time

**Job Number:** CL24-00925

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**Location:** Santa Ana, CA

**Division:** SAC Administrative Services

**Closing:** 6/27/2024 5:00 PM Pacific

### **Job Description**

#### **CLASS SUMMARY**

Under general supervision - keeps assigned building areas clean, sanitary, safe and orderly; may do some outdoor cleaning of patios, sidewalks and walkways and does related work as required.

#### **REPRESENTATIVE DUTIES**

Sweeps, mops, scrubs and waxes floors; vacuums rugs and carpets, dusts, waxes, washes and polishes furniture and woodwork; cleans walls and blackboards; cleans restrooms, locker rooms and showers; sweeps sidewalks and patio areas; washes windows; may participate in a thorough cleaning and restoring of the school plant; makes minor repairs to school equipment and buildings and reports the need for other repairs; turns out lights and locks doors; fills paper and soap dispensers; replaces lights, inspects buildings and grounds for broken equipment or vandalism; empties trash and garbage cans.

#### **ORGANIZATIONAL RELATIONSHIPS**

Positions in this class report to the Custodial Supervisor, depending upon assignment and/or shift worked and are responsible for an assigned area. Custodians may also be assigned to clean some patios, walkways, or similar outside area. Custodians are normally assigned to work late night and early morning shifts, but may be assigned to work any shift.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of: written and spoken English, such as might be required to read labels and follow written or oral directions and to make oral reports to the supervisor; basic cleaning methods and equipment; safety practices in custodial work.

Physical Requirements: perform regular custodial duties which requires climbing stamina and some heavy lifting.

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## **Job Qualifications**

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Good work history demonstrating reliability, responsibility and good work habits. Some experience as a Custodian is desirable.

### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

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In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

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### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4528910/custodian-graveyard>

### **Contact Information**



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

**Contact**

SAC Administrative Services

Rancho Santiago Community College District

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