

**Custodian I**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237436>

Downloaded On: Jan. 2, 2025 12:29pm

Posted Jun. 12, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Custodian I
<b>Department</b>	Facilities
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5323328">https://apptrkr.com/5323328</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Custodian I**

HR EMPLOYMENT/CAREERS

**Closing Date: 04/18/24\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Custodian I**

**Starting Salary:**

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\$4,394.60 (per month) plus benefits; **Salary Grade:C3-35**

**Full Salary Range:** \$4,394.60 - \$5,756.68 (per month)

**Custodian II**

**Starting Salary:** \$4,577.70 (per month) plus benefits;**Salary Grade:C3-37**

**Full Salary Range:** \$4,577.70 - \$6,030.30 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We are looking to hire a Custodian I. We have three(3) openings.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility

## Custodian I

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- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

#### **DEFINITION:**

Under general supervision, performs a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew; performs tasks during the assigned shift to ensure cleanliness of assigned areas; and does related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Custodian I**

This is an entry-level position involving a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew. Under general supervision, the employee performs tasks during the assigned shift to ensure cleanliness of assigned areas, and do related work as required.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Custodian II after completing two years of service as Custodian I.

##### **Custodian II**

This is the second level in the Custodian series involving a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew. Under general supervision, the employee performs tasks during the assigned shift to ensure cleanliness of assigned areas, and do related work as required.

#### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

##### **General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire,

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- sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
  3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
  4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
  5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
  6. Shall carry a communication device, if assigned one, and be available for general custodial duties.
  7. Uses a computer for entry and retrieval of information for work assignments.
  8. Communicates effectively orally, in writing, and electronically.
  9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
  10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
  11. Performs other related duties as assigned.

### **Job Responsibilities**

1. Sweeps, scrubs, and mops strips, waxes, and finishes floors in rooms, halls, stairways and public areas; vacuums and cleans rugs and carpets.
2. Cleans and disinfects restrooms and showers; dusts, waxes, and polishes furniture; cleans offices and lobbies; cleans windows, walls, window shades and blinds; dusts walls, ceilings, air vents and light fixtures.
3. Cleans chalkboards and white boards (dry erase boards).
4. Empties waste baskets and recycle containers, sorts recyclable materials in designated bins.
5. Operates scrubbers, buffers, waxers, vacuums and related tools and equipment.
6. Restocks janitorial and cleaning supplies; stores cleaning equipment and supplies; assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts to leads as required.
7. Turns out lights and locks doors.
8. Moves and rearranges chairs, tables, desks, and other furniture and equipment for special events

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and facility set-ups, according to specifications.

9. Works in both an indoor and outdoor environment, and is subject to frequent lifting, carrying, pushing, and pulling.
10. Inspects campus facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather, conditions, etc.

**EMPLOYMENT STANDARDS:**

**Custodian I**

**Knowledge of:**

1. Methods, materials, chemicals, disinfectants, safety practices and equipment used in custodial work.
2. Safety factors in the operation of equipment and materials.
3. Cleaning a commercial kitchen.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of custodial equipment.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Perform routine work involving moderate to heavy physical labor.
6. Establish and maintain cooperative work relationships.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.

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2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to the completion of the twelfth grade **AND** experience in custodial or janitorial work.
3. License or Certification
4. Possession of a valid class C California driver's license.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.

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3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

**Work Schedule:** Monday through Friday 4:30 pm to 12:30 am (Grave Shift)

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

**For more information about our application process contact:**

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022



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Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1578?c=fhda>

### Contact Information

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

### Contact

Facilities

Foothill-De Anza Community College District

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