

**Custodian**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=247327>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Oct. 18, 2024, set to expire Nov. 7, 2024

<b>Job Title</b>	Custodian
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Oct. 18, 2024
<b>Application Deadline</b>	11/07/2024
<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/5732975">https://apptrkr.com/5732975</a>

**Apply By Email**

**Job Description**

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**Custodian**

**Salary:** \$45,890.00 - \$56,440.00 Annually

**Location:** Districtwide, CA

**Job Type:** Permanent

**Division:** DO Personnel Commission

**Job Number:** 2024084

**Closing:** 11/7/2024 11:59 PM Pacific

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### **General Purpose**

Under supervision, cleans, sanitizes and maintains buildings including classrooms, restrooms, offices and related facilities; maintains floors and carpets; performs event setup and cleanup; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Cleans, sanitizes and restocks restrooms.
- Sweeps, mops, scrubs, strips, waxes and polishes floors; vacuums and shampoos carpets.
- Prepares classrooms, rooms and facilities for special events, meetings and regular classroom usage; moves and arranges desks, tables, chairs, office furniture and equipment.
- Sanitizes, dusts and polishes furniture, woodwork and metalwork.
- Washes doors, windows, walls, ceilings and furniture.
- Cleans, sweeps and maintains safety of hallways, stairwells and common areas.
- Gathers and disposes of rubbish, paper, leaves and debris; empties wastebaskets, garbage cans and other refuse containers.
- Pressure washes buildings and outdoor areas.
- Changes light bulbs as necessary.
- Opens/unlocks buildings and turns off alarms; closes and locks doors and windows.
- Follows label instructions to mix and dilute cleansers, disinfectant and cleaning agents to ensure proper strength for use.
- Operates and maintains cleaning tools and equipment.
- Makes oral and written reports for work performed; completes and submits work orders and timesheets on a timely basis; attends meetings; participates in safety training.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### **OTHER DUTIES**

- Performs emergency clean-up in classrooms including cleaning contagious spills and bodily fluids.
- Maintains custodial supplies in closet or cart.

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- Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### *Knowledge of:*

- Proper cleaning methods.
- The operation and maintenance of a variety of hand and power custodial tools and equipment.
- Safe work methods and safety practices related to custodial work.
- Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
- Basic English.
- Basic computer operations.
- Safety policies and safe work practices applicable to the work including the use of personal protective equipment when needed.

##### *Skills and Abilities to:*

- Complete custodial assignments independently without immediate supervision.
- Operate and maintain tools/equipment used in custodial work.
- Perform minor maintenance repairs as assigned.
- Prepare and maintain basic records accurately.
- Operate a computer related to area of assignment.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.

#### **EDUCATION AND EXPERIENCE**

Graduation from high school or GED equivalent and one year of work experience; or an equivalent combination of training and experience. Work experience as a custodian is desirable.

#### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

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A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 100 pounds with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### *Mental Demands*

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; works while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; occasional exposure to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

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**APPLICATION SUBMISSION** To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

**APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and a performance assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the performance assessment. Passing score is 75% out of 100% on each assessment.

**TESTING TENTATIVELY SCHEDULED AS FOLLOW:**

Competency Assessment: November 14, 2024

Performance Assessment: November 21, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

**ELIGIBILITY LIST**

Candidates who attain a passing score in each part of the assessment will be placed on a districtwide banded eligibility list with ranks within range 1-3 based on their scores. The districtwide eligibility list will be used to fill current vacancies in this classification for at least six months. Using the same

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process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies Districtwide for at least six months. **The current vacancy is at the Fresno City College**  
PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT  
GUARANTEE AN OFFER OF EMPLOYMENT.

**ACCOMMODATIONS**

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4697036/custodian>

**Contact Information**

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

**Contact**

N/A

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