

**Custodian 1 - Spokane Falls Community College  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=251951>

Downloaded On: Jan. 22, 2025 6:10pm

Posted Jan. 22, 2025, set to expire Feb. 4, 2025

<b>Job Title</b>	Custodian 1 - Spokane Falls Community College
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Jan. 22, 2025
<b>Application Deadline</b>	02/04/2025
<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/5941653">https://apptrkr.com/5941653</a>

**Apply By Email**

**Job Description**

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**Custodian 1 - Spokane Falls Community College**

**Community Colleges of Spokane**

**Location:**Spokane Falls Main Campus Spokane

**Department:**SFCC Facilities

**Salary Range:** \$3,167 - \$3,811

**Starting salary for this position is:** \$3,167 (Monthly)

**Employees hired at the entry step of this range receive salary step advancement after six**

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**months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

**Applications will be accepted until 4:00 p.m. PST on 02/03/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Custodian 1 - Spokane Falls Community College**

#### **JOB SUMMARY**

The Custodian 1 works under the general supervision of the Custodian Supervisor. This position performs a variety of custodial, housekeeping, and general maintenance functions. The Custodian helps maintain clean and safe Spokane Colleges' facilities for students and staff.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Clean, sanitize, and disinfect various buildings, offices, rooms, and facilities. \*
- Clean, sanitize, and disinfect showers, restrooms, and toilets. Keep restrooms properly supplied with toilet paper, paper towels, soap, and other items. \*
- Sweep, mop, scrub, wax, and polish floors, walls and woodwork. Dust furniture and equipment. Empty and clean ashtrays and wastebaskets in designated exterior smoking areas. Polish furniture and metal fixtures. Wash windows. Vacuum rugs, curtains and furniture. \*
- Perform minor maintenance and repair work, such as simple painting projects, cleaning furnace flues, oiling furnace motors, sharpening tools and replacing faucet washers or toilet tank floats. \*

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- Empty wastebaskets, trash, and recycle containers. \*
- Set up and take down equipment and furnishings. \*
- Maintain inventory of equipment and products. \*
- Ensure assigned equipment is clean and in good working order. \*
- Lock and unlock buildings when requested. Secure buildings when facilities are not in use by checking for unlocked doors and windows. Report unauthorized occupants. \*
- Remove debris from building entrances, stairs, ramps and walkways. \*
- Conduct fire alarm/extinguisher checks and emergency lighting checks. \*
- Use a computer to create, update, and close maintenance work orders. Document work and time spent. \*
- Move furniture and equipment on an incidental basis.
- May perform ice and snow removal, de-icing or sanding, on sidewalks, parking lots and roads as assigned.
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Ability to do required work.
- Ability to work both independently and as a member of a team.
- Able to read and interpret instructions on Safety Data Sheets (SDS).

### DESIRED QUALIFICATIONS

- Knowledge of custodial chemicals and how to safely handle chemicals.
- Ability to work alternate shifts.

### PHYSICAL REQUIREMENTS

- Work requires long periods of standing and walking.
- Work is active.
- Frequent hand/wrist motion and extension including grasping tools.
- Frequent kneeling, stooping, crouching, crawling, and twisting.
- Move up to 50 lbs. frequently and up to 75 lbs. occasionally.
- Must be able to understand instructions and recognize and safely handle hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.

### CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Valid driver's license is required.
- Criminal background check is required.
- May be required to work alternate shifts.
- This position is covered under a collective bargaining agreement. Membership is optional.

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*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).



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### Equal Opportunity Institution

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/custodian-1-spokane-falls-community-college-spokane-washington-united-states-6e92b9ed-d98f-4f4b-b2b5-03486c03b024>**

### Contact Information

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

#### Contact

Staff

Community Colleges of Spokane

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