

Campus Custodian
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254906>

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Posted Mar. 26, 2025, set to expire Apr. 13, 2025

Job Title	Campus Custodian
Department	Facilities
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Mar. 26, 2025
Application Deadline	04/13/2025
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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Campus Custodian

Position Number: B25PD

Starting Wage/Salary: \$18.91-\$19.29 /hr plus exceptional benefits

Close Date: 04/13/2025

Primary Purpose:

Under general supervision, the position performs a variety of custodial services both individually and with other Custodial Services staff in College buildings as assigned. Custodian provides superior

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customer service to provide a clean, safe working environment.

This custodial position interacts with faculty, staff, students, and the public during open hours. It is distinct from the Custodian Lead, which functions as a working lead over other custodial positions.

Essential Duties and Responsibilities:

Cleaning and Maintenance

- Perform cleaning and maintenance of assigned College buildings. This includes dust furniture and facility areas; clean light fixtures, windowsills, blinds; mop, wet mop, wax, and buff floors; clean chalkboards; wash windows; collect and dump refuse; clean and sanitize restroom fixtures, toilets, hardware, tile, mirrors, partitions, floors, etc.; and replace restroom supplies and ensure toilets are clear of debris.
- Act on customer special requests for removal of debris; clean-up of spills, and similar custodial needs. Perform specialized custodial work upon the request of the staff members and supervisor.
- Empty large and small trash containers, remove miscellaneous debris and discarded building materials such as broken plaster, wood, and brick.
- Empty large and small recycling containers, ensure proper replacement of containers with educational labels/posters in alignment and assist Campus Services in waste reduction activities.
- Remove snow, ice, and debris from building entrances, sidewalks, and other areas as required.

Facilities

- Move and set up desks, chairs, stages, podiums, and furniture, miscellaneous equipment and supplies required for meetings and special events.
- Operate and clean various equipment, including power-cleaning equipment, such as buffers, scrubbers, and extractors.
- Assist with monitoring building security by securing doors and performing periodic security checks to the various College buildings.

Campus Services Department

- Attend various meetings, complete required training, and follow department policies, procedures, and safety requirements.

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- Comply with varying specific duties, tasks or combinations of tasks that may change to meet the needs of the department. Facility assignments and work shifts may also change to meet the needs of the department.
- Serve as essential personnel responding to emergencies such as safety situations, security alarms, inclement weather, water leaks, and like situations.
- Perform other duties as assigned that support the overall objective of the position.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using another combination of skills and abilities.

- Working knowledge of the principles and techniques of cleaning floors, restrooms, glass, mirrors, objects, and surfaces within assigned areas.
- Working knowledge of the equipment, safety procedures, and work hazards.
- Requires sufficient skill and the ability to: operate push and hand brooms, electric vacuums and buffers; prepare and apply cleaning solutions and waxes; remove dirt, grease, dust, and fingerprints from surfaces.
- Requires sufficient reading skills to read labels, instructions, measurement devices, and similar, basic mathematical skills, and writing skills to document activity.
- Possess effective verbal and customer service skills.
- Ability to perform the essential functions of the position with limited supervision.
- Ability to operate custodial equipment, such as, but not limited to, commercial carpet cleaning, high power sprayers, and common custodial equipment.
- Ability to work closely with other Custodial Staff, be a team player, and follow instructions.
- Ability to use sound judgment related to time management and escalating situations to the supervisor.
- Ability to interact and/or work with faculty, students, staff, and visitors in a respectful and courteous manner.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation.

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Minimum Requirements:

Education

- High school diploma or equivalent

Experience

- One-year custodial, maintenance and/or customer service experience

Other

- Valid Oregon Drivers license, and the ability to meet the College requirements to drive campus vehicles; or the ability to obtain within 30-days of employment.

Preferred Qualifications:

- More than one-year custodial, maintenance and/or customer service experience

To apply, visit <https://jobs.cocc.edu/postings/11150>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.



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In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Facilities

Central Oregon Community College

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