

**Campus Custodian Lead - Prineville  
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258674>

Downloaded On: Jun. 25, 2025 8:37pm

Posted Jun. 25, 2025, set to expire Jul. 13, 2025

**Job Title** Campus Custodian Lead - Prineville  
**Department** Facilities  
**Institution** Central Oregon Community College  
Bend, Oregon

**Date Posted** Jun. 25, 2025

**Application Deadline** 07/13/2025  
**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 Lead - Prineville**

**Position Number:** B19PD

**Starting Wage/Salary:** \$19.97-20.77/hr plus exceptional benefits

**Close Date:** 07/13/2025

**Primary Purpose:**

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This position performs a variety of custodial services both individually and with other Custodial Services staff in College buildings as assigned. Custodian provides superior customer service to provide a clean, safe working environment.

In addition to performing the duties of a Custodian, serve as lead worker to the custodial staff.

### **Essential Duties and Responsibilities:**

#### **Custodial Functions:**

- 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.
- Clean carpets and assist supervisor with maintenance of annual carpet and upholstery cleaning program.

#### **Lead Worker Functions:**

- Bend Campus: Identify with the Assistant Director Campus Services - Grounds/Custodial, the daily work functions and or tasks to be accomplished by the team.
- Redmond, Madras, Prineville Campus: Collaborate and follow lead of the Director of Redmond, Madras, or Prineville campus on daily operations, campus needs, and both non-urgent and urgent situations.
- Provide instructions and coaching to other custodians for the completion of tasks.
- Instruct others on the use of machines, equipment and the mixing of chemicals used in the

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performance of custodial work.

- Obtain equipment and supply orders from the custodial staff and submit to the Custodial Supervisor for processing.
- Deliver supplies to the storeroom and/or to the custodians; perform recycling duties.
- Direct and schedule work of custodial staff preparing College facilities for use. This may include setting up/taking down tables, chairs, etc., for events.
- Relieve, assist, or fill in temporarily on other jobs or duties as assigned by the supervisor.

### **Other Duties:**

- Perform routine maintenance of custodial equipment and power tools applicable to the trade. Maintain maintenance and repair logs.
- Check that all students are out of the buildings, lights are off, windows are locked, doors are locked, rooms and building are checked for fire hazards, reporting deficiencies to security. Unlock campus buildings as directed. Know location and proper care and use of all fire fighting equipment. In the event of a potential theft, burglary, or other suspicious activities, contact campus patrol or police.
- Perform and assign snow removal activities as directed by Supervisor.
- Perform other essential duties and tasks as assigned.
- Participate in Safety Program.

### **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. The individual is expected to follow College work rules and policies.

- Ability to lead and direct work of custodial staff.
- Ability to read English language sufficient to read and understand labels and instructions on cleaning compounds, equipment, work orders, and fire extinguisher fighting/safety equipment.
- Ability to communicate effectively with others, orally and in writing, using the English language.
- Ability to perform duties in confined spaces.
- Visual ability, corrected, to observe, detect, and report to security signs of building security, including fire/safety hazards.
- Sufficient manual dexterity in at least one hand to be able to wash, dust, and polish building furniture, equipment, and floors, and to operate electronic cleaning equipment, e.g. floor buffers

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and vacuum cleaners.

- Ability to stand and/or sit and continuously perform essential job functions for an eight-hour work shift with standard breaks.
- Ability to work and cooperate with supervisors and vendors at all levels.
- Ability to handle occasional contact with parties external to the College, usually involving access to the building or providing information and direction. Communicate clearly with internal contacts.
- Ability to use judgment primarily related to use of own time and whether to involve supervisor or emergency services.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

**Minimum Requirements:**

**Education**

- High school diploma or equivalent

**Experience**

- Two years of custodial or maintenance experience in an institutional or industrial setting
- One-year experience as a lead or supervisor of a custodial or maintenance work group in an institutional or industrial setting

**License**

- 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 experience as a lead or supervisor of a custodial or maintenance work group in an institutional or industrial setting.

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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.

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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