

Custodial Operations Manager 2025 Santa Monica College

Direct Link: <https://www.AcademicKeys.com/r?job=261052>

Downloaded On: Aug. 13, 2025 11:37am

Posted Aug. 12, 2025, set to expire Aug. 29, 2025

Job Title Custodial Operations Manager 2025
Department Staff
Institution Santa Monica College
Santa Monica, California

Date Posted Aug. 12, 2025

Application Deadline 08/29/2025
Position Start Date Available immediately

Job Categories Professional Staff
Director/Manager

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Custodial Operations Manager 2025

Santa Monica College

Salary: \$90,996.00 - \$110,604.00 Annually

Job Type: Full-time, 12 months

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COM-Promo & Open 2025

Location: 1900 Pico Blvd. Santa Monica 90405, CA

Closing: 8/29/2025 11:59 PM Pacific

Description

PROMOTIONAL AND OPEN CUSTODIAL OPERATIONS MANAGER

Santa Monica College is seeking a Custodial Operations Manager to oversee and manage the custodial services for the main campus during the swing shift or the satellite campuses during the night shift. The swing shift schedule works **Monday through Thursday from 1:30 PM to 10:00 PM, Friday from 10:00 AM to 6:30 PM, 40 hours per week, 12 months per year.** The night shift schedule works **Monday through Thursday from 10:00 PM to 6:30 AM, Friday from 5:00 PM to 1:30 AM, 40 hours per week, 12 months per year.**

Please note that all candidates must have authorization to work in the United States; the District does not have the ability to provide sponsorship.

What You Will Bring to this Position

The ideal candidate will have experience supervising and/or serving as a lead worker to a large custodial team in a unionized public sector environment, which included experience monitoring custodial staff to ensure that work is aligned with applicable health and safety regulations and custodial cleaning standards; familiarity with APPA (Association of Physical Plant Administrators) custodial standards is preferred. They will possess knowledge of effective supervisory techniques and have experience developing staff through effective training and performance management. The ideal candidate will have strong organizational skills needed to coordinate custodial operations and stay on top of administrative needs such as payroll, inventory and procurement, and the ability to exercise sound independent judgment within areas of assigned responsibility. Additionally, this candidate will be able to create a positive work environment and ensure that goals are set that align with the District's organizational objectives.

Salary Placement

New Employees: Generally, new employees start at the first step on the salary schedule. A new permanent classified employee may request a higher salary placement based on recruitment issues

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and/or additional training and experience which greatly exceeds the minimum requirements. Please note that salary placement above the third step requires additional approvals by Santa Monica College executive staff.

Current Employees: Upon promotion, the new salary for a current, permanent employee is based on Merit Rule 12.2.7. In accordance with this rule, employees are entitled to at least a one-step (5%) salary increase, and may be eligible for advanced step placement in accordance with established criteria.

About the Selection Process

The selection process will consist of Training & Experience Evaluation (pass/fail) and a Qualifications Appraisal Interview (weighted at 100%). Candidates must be successful on all test parts to be placed on the eligibility list. Two separate eligibility lists will be created from this recruitment: one for promotional candidates and one for external candidates. The promotional list will be used first, and must be exhausted before we can hire external candidates to fill vacant positions. *The eligibility list created from this recruitment will be used to fill any vacancies that occur during the six-month life of the eligibility list, including full-time and/or part-time, permanent and/or temporary positions.*

Santa Monica College reserves the right to modify the stated examination components and weight prior to the administration of any examination.

Communication for this recruitment will be via e-mail. You must check your e-mail on a regular basis to be informed of your status for this recruitment.

Test Retake Policy

Based on the District's hiring needs, we may administer multiple recruitments for this job classification (or a related job classification that uses the same test(s)) within the next several months.

Candidates must wait a period of 90 calendar days between testing appointments before retesting. Candidates who are ineligible to participate in an upcoming test or interview due to the provided retake period will be notified via email, and will have their highest valid score(s) on any non-weighted (pass/fail) test parts applied toward that recruitment.

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (Equal Employment Opportunity and Nondiscrimination in Employment) may be accessed at: <http://bit.ly/smc-hr-bp3120> ([Download PDF reader](#)).

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Equity Statement

"Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment."

Examples of Duties

Oversees the day-to-day activities of the custodial staff, including training, scheduling and performance management.

Executes plans, organizes, supervises, creates, schedules, and coordinates the activities of the day with other shift custodial and lead personnel; confers with lead custodians to determine or prioritize routine cleaning, special projects or other assignments.

Oversees and monitors inventory control of custodial supplies, equipment, and materials ensuring that staff have the resources needed to perform their duties.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize the department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment while assessing quality and cost effectiveness.

Implements training program for Custodians and Lead Custodians to raise skill levels, provides clear goals and objectives, and provides better understanding of roles and responsibilities.

Conducts regular inspections to ensure that cleaning standards are met; develops and implements quality control measures, identifying areas for improvement, and providing feedback and training to custodial staff.

Serves as the point of contact and addresses stakeholders' inquiries or complaints, providing updates on custodial services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

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Implements processes to deal with or compensate for the high rates of custodial absenteeism;. explores performance management solutions, incentive programs for attendance and a range of supplemental labor options.

Utilizes the Districts Quality Assurance program to provide continuous assessment and evaluation of service delivery within campus facilities; enabling management to maintain oversight of service levels and to implement corrective actions whenever these levels fall below established custodial standards.

Works with Facilities Management staff to ensure effective and efficient outcome of work being performed.

Assists departmental management with various special projects; assumes principle responsibility for additional crews in the absence of direct supervisor.

Responds to emergency calls and takes appropriate action to resolve matters; directs and coordinates emergency procedures and crew in the event of a disaster.

Develops and documents a preventative maintenance routine plan for custodial equipment.

Attends and participates in management development programs, seminars and workshops.

Drives between facilities to inspect operations and ensure proper staffing and service delivery.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

Minimum Qualifications

Education Requirement:

High school diploma or equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Four years of experience working in custodial operations including one year supervising or leading the work activities of a custodial crew.

Education/Experience Equivalency:

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Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

A valid driver's license.

Special Requirement:

Must be available to respond to emergency calls after normally scheduled working hours as needed.
May be required to work varied hours.

Supplemental Information

For additional information about our employment process, please visit our [FAQ](#) page and click on "current employees" (for existing, permanent SMC employees).

To apply, please visit <https://www.schooljobs.com/careers/smc/jobs/4989970/custodial-operations-manager-2025>

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Contact Information

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

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Contact

Staff

Santa Monica College

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