AcademicKeys
UNLOCKING ACADEMIC CAREERS

Custodian
South Orange County Community College District

Direct Link: https://www.AcademicKeys.com/r?job=262448
Downloaded On: Nov. 14, 2025 5:31pm
Posted Sep. 12, 2025, set to expire Jan. 28, 2026

Job Title	Custodian
Department	SC - Facilities, Maintenance, and Operations
Institution	South Orange County Community College District Mission Viejo, California
Date Posted	Sep. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.schooljobs.com/careers/socccd/jobs/5078355/custodian
Apply By Email	

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however,

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typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a full range of custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities; sets up and removes tables, chairs and equipment for meetings; and performs a variety of general tasks relative to assigned areas of responsibility.

May receive functional supervision, technical training and work direction from a higher-level

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custodian.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Custodian series. Employees within this class are distinguished from the Lead Custodian in that the latter position serves as a lead worker over lower-level custodial staff. Employees at this level are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; wash windows, mirrors and walls; clean and sanitize showers; replenish supplies in restrooms; clear minor drain blockages as necessary.

Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.

Dust and polish furniture, woodwork, fixtures, and equipment; remove cob webs; clean desks and counter tops; clean chalk boards and white boards; replenish chalk; clean erasers.

Empty, clean and sanitize waste receptacles; pick up papers and other debris; empty pencil sharpeners.

Move and arrange furniture and equipment and set up rooms for conferences and meetings; operate District vehicle to pick up or deliver supplies as requested.

Lock and unlock buildings and facilities as required; disarm and secure alarms; ensure buildings are locked and safeguarded against unauthorized use.

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Replace lights and adjust shades and blinds.

Regulate ventilation and temperature; clean air vents as required.

Identify and report building maintenance needs in assigned buildings and facilities.

Remove graffiti from surfaces as necessary.

Assist in maintaining custodial closet; receive, stock, organize and maintain supplies and equipment as necessary.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, materials, and equipment used in custodial work.

Safe work practices.

Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures.

Operational characteristics of cleaning equipment and materials.

Proper methods of storing equipment, materials and supplies.

Occupational hazards and standard safety practices.

Ability to:

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Perform the full range of custodial tasks.

Clean and care for assigned areas and equipment.

Learn to use a variety of custodial equipment, supplies and materials.

Operate and use a variety of custodial equipment, supplies and materials in a safe and effective manner.

Perform minor maintenance repairs on assigned equipment.

Use and monitor the need for a variety of custodial equipment and materials.

Work independently in the absence of supervision.

Understand and follow oral and written directions.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

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Experience:

Six months of custodial experience is desirable.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

Physical Demands: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

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Range **113** of the **CSEA** Salary Schedule

Work schedule: **Monday - Friday (10:00PM - 6:30 AM)** - Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume**

Applications missing the required documents will not be considered.

Hours Per Week:**40**

Months: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

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If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD’s goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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