

**FT Custodian (1 Position) - Swing Shift: 12:30PM to
9:00PM
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=268558>

Downloaded On: Nov. 20, 2025 4:09pm

Posted Nov. 20, 2025, set to expire Dec. 15, 2025

Job Title	FT Custodian (1 Position) - Swing Shift: 12:30PM to 9:00PM
Department	Facilities
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 20, 2025
Application Deadline	12/15/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6730416

Apply By Email

Job Description

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FT Custodian (1 Position) - Swing Shift: 12:30PM to 9:00PM

Salary: \$53,013.12 - \$63,544.20 Annually

Job Type: Full Time

Job Number: FTCustodian-2025-Day Shift

Closing: 12/15/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: FTCustodian-2025-Day Shift

Division: Facilities

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on December 15, 2025 at 11:59 PM (or when 100 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), Our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Distinguishing Career Features

The Custodian is a service level position requiring the ability to organize work routines to cover assigned square footage, use available tools and equipment, and replenish supplies.

Summary Performs

custodial services to clean, sanitize and do light maintenance of campus classroom, multi-use, office, or related facilities.

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Job Duties

Essential Duties and Responsibilities

- Cleans, removes graffiti, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and paper products.
- Cleans public entry and use areas including, but not limited to hallways, stairways, elevators, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates and elevator tracks.
- Sweeps and mops hard floors and baseboards, spot cleaning, and removing gum, as necessary and wet mopping on a regularly scheduled basis. Vacuums, removes gum, and performs spot cleaning to carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, pencil sharpeners, boards.
- On a regular or seasonal schedule, performs detail cleaning and washing of desks, tables, counters, furniture and fixtures, high dusting of windows, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oils or polishes woodwork, paneling, wood furniture, and metal fixtures.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. May participate with others to assemble furniture, removing from and properly disposing of packaging materials.
- Sets up and takes down seating and equipment for events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Isolates and stabilizes malfunctioning fixtures and refers conditions to others for repair.
- Replaces light bulbs and fluorescent tubes.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off
- Gives information and directions to visitors, assists with opening and closing of facilities, and community access centers.
- Mixes and applies chemicals, acids, and other cleaning aids with appropriate ratios for cleaning and safety.
- Ensures that secondary containers for cleaning and other products are properly labeled and Material Safety Data Sheets (MSDS) for assigned area(s) are up to date. Initiates orders for supplies needed for building maintenance.
- May check and record fire extinguishers for proper functioning.
- May be required to strip and refinish hard flooring surfaces, bonnet and extract carpet, and scrub

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and disinfect ceramic tile surfaces. May maintain safe and clean walkway and grounds that surround assigned buildings.

- May perform cleaning and sanitizing of floors and fixtures in cafeteria/snack bar areas.
- Inspects equipment used on a regular basis for function and servicing. Makes minor adjustments and reports major repairs using the work order system.
- Documents work activities, inspections, unanticipated occurrences, and MSDS sheets.
- Assists with emergency situations, by helping students exit buildings. May stand-on duty for an assigned location until relieved.
- Raises and lowers flags according to proper protocol.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a High School diploma or equivalent and 1 year custodial experience.

Supplemental Information

Knowledge and Skills

The position requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires knowledge of use and application and proper safety precautions with chemicals and cleaning agents. Requires basic knowledge of common building repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires basic arithmetic to make measurements. Requires sufficient human relations skills to exercise courtesy when dealing with others.

Abilities

Must be able to observe all safety precautions and procedures. Requires the ability to operate custodial tools and equipment such as, but not limited to, vacuums, floor care equipment, and restroom cleaning equipment. Requires the ability to learn and be certified to use a forklift. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions and read MSDS sheets. Must be able to work independently and collaboratively. Must be able to learn and apply College policies and procedures within a reasonable period of time. Must be able to attend materials

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awareness and blood borne pathogens exposure training within a reasonable period of time. Requires the ability to work productively and cooperatively with others.

Physical Abilities

Incumbents must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.

Salary/Fringe Benefits

Grade 23 on District Classified Salary Schedule (\$4,417.76 - \$5,295.35 /month) + 2.5% swing shift differential.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.) Participation in the Public Employee's Retirement System that is also integrated with Social Security

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment:

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This is a full-time, 12-calendar month classified position

Hours of employment are:

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Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

Transcripts and Foreign Degrees

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

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Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5143737/ft-custodian-1-position-swing-shift-1230pm-to-900pm>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is 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. .

Contact Information

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

Contact

Facilities
Cerritos College

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