

## Custodian

**POSTING CLOSING DATE: Wednesday, December 23, 2015 at 5:00pm**

**Two Full-Time Permanent Positions (1.0 FTE each) - 40 hours per week with benefits  
One Part-Time Permanent Position (.5 FTE) - 20 hours per week with no benefits  
\$14.79 to \$17.98 per hour**

### **Anticipated Work Schedules:**

The anticipated work schedules for these positions are as follows

1-Full-Time custodian 6:00 AM to 3:00 PM

1-Full-Time custodian 2:00 PM to 11:00 PM

1-Part-Time custodian – Morgan Hill site – 10 AM to 2:00 PM - Flexible

### **Ideal Candidate:**

The ideal candidate will perform a variety of custodial and janitorial duties in college buildings and facilities and adjacent grounds; and performs related duties as assigned. Employee will be exposed to cleaning solutions, disinfectants, chemicals, bacteria and bodily fluids. Must be able to lift, push, and pull equipment weighing up to 85 pounds, walk, stand, stoop, kneel, reach and climb stairs and ladders. Work is performed indoors and outdoors in inclement weather.

### **Definition:**

Under general supervision, to perform a variety of custodial and janitorial duties in college buildings and facilities and adjacent grounds; and to perform related duties as assigned.

### **Distinguishing Characteristics:**

This is the working level custodian classification. Work is performed without immediate supervision in an assigned area. Incumbents may be assigned to central campus or satellite facility locations.

### **Essential Duties:**

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Locks, unlocks, and secures classrooms, buildings and gates; sets and disarms security alarms as assigned and authorized;
- Dust mops or sweeps classrooms, offices, stairways, floors, restrooms, and other areas;
- Wet mops classrooms, stairways, hall floors, gym floors, offices, restrooms, kitchens, building entrances and other areas;
- Vacuums and shampoos carpeted surfaces using power equipment including extractor;
- Cleans and disinfects restrooms and locker rooms and their components such as showers, toilets, urinals, washbasins, dispensers, stall walls, and trash containers;
- Empties wastebaskets, gathers and dumps trash;
- Strips, waxes, buffs and polishes floor surfaces;
- Restocks restroom dispensers including toilet paper, paper towels, soaps and related items; collects change from dispensers;
- Dusts classrooms, offices, baseboards, walls, window frames, glass display cases, pictures and frames, tables, bookshelves and other furniture and equipment;

- Mixes disinfectants and other cleaning solutions, and maintains custodial supplies, washing mops and rags, changing vacuum belts and bags, etc.;
- Assigns and oversees the work of student or court-ordered community service workers;
- Cleans windows and other glass;
- Cleans up spills and removes gum;
- Moves, arranges, stacks and stores furniture, mats and related;
- Wipes and cleans chalkboards and chalk trays; stocks chalk for instructors;
- Removes or paints over graffiti;
- Cleans entry and walkway areas adjacent to buildings; operates gas and electric blowers; hoses sidewalks and operates pressure washers; may perform limited grounds keeping at satellite locations;
- Drives trash to dumpsters using motorized carts or pickup trucks; transports/delivers materials and supplies as needed;
- Covers, uncovers and cleans swimming pools;
- Uses ladders to change light bulbs and access overhead cleaning tasks; may perform other light maintenance tasks;
- Notifies supervisor or others of maintenance and repair needs, safety hazards, supplies and equipment needed, and other matters;
- May supervise student helpers.

### **Minimum Qualifications:**

#### Knowledge of:

General janitorial practices and procedures.

Proper use and minor maintenance of cleaning equipment.

Cleaning compounds and supplies.

Special equipment used for floor maintenance.

Safe working practices and precautions for working with cleaning compounds and waste.

#### Skill in:

Using cleaning products, disinfectants, and related chemicals for facility care and maintenance.

Properly stripping, waxing and buffing floor surfaces.

Selecting and using appropriate tools and equipment for various custodial duties.

Using gloves and other protective equipment for personal safety.

Understanding and following written and oral instructions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

#### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work evening and/or weekend shifts.

**Illustrative Education and Experience:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of sufficient formal and/or informal education to ensure successful job performance; and six months of custodial experience.

### **Physical Characteristics:**

Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids; lifting, pushing and pulling equipment weighing up to 85 pounds; manual dexterity to operate cleaning equipment and manipulate objects; walking, standing, stooping, kneeling, reaching and climbing stairs

and ladders; speech and hearing to give and receive instructions and information. This work is performed both indoors and outdoors in inclement weather.

### **Application Process**

To be considered for this excellent opportunity the following items must be received by the Human Resources Office no later than **5:00pm on Wednesday, December 23, 2015**. Please note, postmarked materials will not be accepted.

1. Completed legible [Classified Employment Application Form](#) (required)
2. Cover letter detailing qualifications and experience (required)
3. Resume (required)
4. [Affirmative Action Applicant Survey form](#) (optional)

Applications are also available on our website at <http://www.gavilan.edu/jobs/apps/classified.html>.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

#### **NON-DISCRIMINATION**

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.