

JOB TITLE: Custodian
PAY GRADE: CL 15
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs a variety of work to maintain buildings and surrounding grounds, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift; sets up and removes tables, chairs, and equipment for meetings and special events.

REPRESENTATIVE DUTIES

The following duties are typical for this job 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.

1. Cleans, dusts, and disinfects restrooms; cleans lockers and showers; removes trash and waste.
2. Operates forklifts, trucks, electric lift platforms, and other equipment.
3. Rearranges, moves, assembles, and sets up furniture and equipment at on and off-campus locations.
4. Sets up and takes down seating and equipment for events, including field markers, posts, scoreboards, benches, bleachers, and related equipment.
5. Cleans public use areas; sweeps and mops floors and baseboards; refinishes floors; steam cleans and shampoos carpets and fabric furniture; vacuums and spot cleans carpeted areas.
6. Cleans classroom, laboratory, and office areas; cleans and dusts furniture, fixtures, and equipment.
7. Stocks towel, soap, cleanser, hand sanitizers, and other dispensers.
8. Completes work order requests for maintenance services; completes departmental forms for internal use.
9. Documents work activities, inspections, unanticipated occurrences, and Safety Data Sheets (SDS).
10. Performs a variety of minor servicing and maintenance to District fixtures and furniture; makes minor plumbing, electrical, painting, and carpentry adjustments and repairs, as needed.
11. Cleans and washes desks, tables, counters, furniture, fixtures, inside/outside walls and ceilings, and other surfaces; oils or polishes wood and metal fixtures.
12. Secures internal and external building entries and exits; activates security alarms.
13. Maintains a safe working environment in the assigned areas, notifying the appropriate resources of safety hazards observed, taking action to mitigate or eliminate potentially hazardous conditions.
14. Trains and provides work direction to and checks time sheets of hours worked of assigned student workers and short-term, temporary staff as assigned.
15. Inspects equipment to ensure functionality and recommends required servicing as needed; makes minor repairs and arranges for complex repairs.
16. Maintains safe and clean walkway and grounds surrounding the area of assignment; picks up litter and debris; empties and cleans outdoor trash receptacles.

17. Provides cleaning and maintenance assistance related to weather activities (i.e., minor flooding, snow/ice removal, leaf/branch removal).
18. Maintains safe and clean specialty areas; vacuums and brushes swimming pools, cleaning vents, sweep equipment, and filters.
19. Ensures that containers for cleaning and other products are properly labeled; ensures that SDS Sheets for assigned areas are up to date.
20. Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in use in laboratory areas; checks and records emergency eye wash and shower stations, fire extinguishers, and first aid kits for proper functioning or stock.
21. Notifies Community Safety Department of suspicious activity and/or persons in need of assistance.
22. Cleans, washes, and dusts windows, window coverings, and light fixtures.
23. Performs related duties that support the overall objective of the position.

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, tools, and equipment used in custodial care and routine facilities maintenance.
- Standard techniques for cleaning, lubricating, and maintaining specialized custodial equipment, including tools and their uses.
- Techniques for cleaning and laundering cleaning cloths, wet mops and dust mops, and equipment.
- Minor electrical and plumbing repair procedures.
- Swimming pool cleaning and maintenance equipment.
- Buildings and grounds of the assigned site.
- Chemical reactions and proper safety precautions for use.
- Standard inventory techniques and procedures.

Ability to:

- Use tools to clean, repair, and otherwise maintain specialized custodial equipment.
- Safely operate trucks, forklifts, and specialized custodial equipment, including hand and power tools.
- Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques and safe handling, storage, and disposal of hazardous materials.
- Identify and correct defective custodial equipment to prevent safety violations and injuries.
- Use computers and related technology sufficiently to perform the duties of the classification, including software or web-based work order system, to receive and report work needed and completed.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing including, but not limited to, electronic communications via District assigned smart phone or personal computer (PC).
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Coordinate with staff and others to minimize delays or interruptions to District activities.
- Respond to emergencies.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).

Experience

- Two years of prior custodial or related experience.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Asbestos Awareness Training Certificate.
- Bloodborne Pathogens Exposure Control Program Certificate.
- Forklift Certificate.
- Hazardous Materials Awareness Certificate.

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.

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. Position may be required to work evenings, nights, and weekends.

Physical: 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 moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; 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.

Board Approval: July 15, 2025