



## **Temporary On-Call Custodian\***

**\*Several positions available**

**Open Until Filled**

**Part-Time Temporary Position  
Maximum of 29 hours per week with no district health  
benefits  
Classified Salary Schedule, Track 10  
(Currently: \$22.75 per hour)**

### **About Gavilan:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; In 2023, we awarded more than 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice, requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

### **Ideal Candidate:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting, and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract

candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Security department and demonstrates a commitment to student-centered practices, effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

The ideal candidate will perform a variety of custodial and janitorial duties in college buildings, facilities, and adjacent grounds. The ideal candidate for this position is detail-oriented, flexible, and willing to take on non-routine cleaning and special projects as the need arises. The Employee will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen and dining room and public areas. Employee will be required to operate all equipment such as Carpet extractors, buffing machines, industrial vacuums, and hand tools associated with cleaning. 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.

### **The Position:**

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Custodian position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

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. 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 facilities 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 CCC Registry through the [CCC Registry Website](#).

1. CCC Registry online application (all sections are required to be filled out: Education, Employment History, Professional References, General Information). Apply at [www.cccregistry.org](http://www.cccregistry.org) \*
2. Resume \*

\*Denotes application materials that are required for full consideration.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the [CCC Registry website](#), please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or

call (800)245-4157.

**\*\*Please contact the CCC Registry at (800)245-4157 AFTER you apply for this job to verbally confirm that your application is included in this recruitment.**

If you have a verifiable disability and require accommodation to complete an application, contact the Human Resources Office at (408) 852-2823.

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.