

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Senior Custodian

**BASIC FUNCTION:** Under the supervision of the area Manager, provides leadership in the areas of custodial maintenance as directed.

**PROVIDES WORK OR LEAD DIRECTION TO:** Custodians and Short-Term employees.

**REPRESENTATIVE DUTIES:**

1. Performs general custodial duties.
2. Maintains restrooms in orderly and sanitary manner.
3. Ensures set up, moving, and arrangement of furniture and equipment is appropriate.
4. Makes emergency responses to all calls and problems as needed; checks voice mail and email to determine whether problem response is required.
5. Covers for Custodians who are absent.
6. Operates wet vacuum, floor machines, and shampoo equipment.
7. Locks and unlocks doors.
8. Stocks delivered supplies to Custodial closets.
9. Works in cooperation with other operations staff installing and maintaining custodial procedures.
10. Facilitates good working relationship with grounds and maintenance staff.
11. May do routine grounds maintenance work as needed.
12. Assist in the planning, scheduling and organization of custodial activities.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent.

**EXPERIENCE:** At least three years of full-time custodial experience is required. Experience in floor care maintenance is desired. One year as a team leader of custodial personnel is desired.

**LICENSES/CERTIFICATIONS REQUIRED:** Must have a valid California driver's license and have and maintain an insurable driving record acceptable to the District's insurance carrier.

**KNOWLEDGE OF:** Methods, materials, chemicals, floor care equipment, and equipment used in janitorial and simple maintenance work are preferred.

**ABILITY TO:** Train and direct new custodial personnel in custodial work; operate equipment and tools used in custodial department; maintain all areas of custodial maintenance; communicate and execute assignments as directed by the area Managers.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, grounds crew, other departmental staff.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Custodial environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.