

CLOUD COUNTY COMMUNITY COLLEGE

Custodian Job Description

Position Title: Custodian

Reports To: Lead Custodian

Type of Contract: Full-time, non-exempt, support staff, employment-at-will, KPERS covered, Grade 1, full benefits

Length of Contract: 2080 hours 12 months (overtime may be required)

Date of Position Description: October 2025

The administration retains the right to change duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The holder of this position will be responsible for performing duties related to the cleaning and minor maintenance of the buildings and/or grounds as assigned by the Lead Custodian. Persons holding this position should have prior experience with the cleaning and upkeep of floors, walls, restrooms, cleaning equipment, and other custodial equipment items. A high school diploma or equivalent is required. A valid Kansas driver's license is required. Overtime may be required.

GENERAL ESSENTIAL JOB FUNCTIONS:

The holder of this position shall demonstrate the ability and willingness to:

- ❖ Communicate verbally;
- ❖ Learn the use of new procedures, supplies, and equipment;
- ❖ Take directions from a supervisor;
- ❖ Work without constant, immediate supervision;
- ❖ Operate cleaning equipment and vehicles in a safe and acceptable manner;
- ❖ Work cooperatively and efficiently with other employees;
- ❖ Work with diverse populations;
- ❖ Respond to emergency situations involving equipment failure and human injuries;

- ❖ Accept a flexible work schedule;
- ❖ Regular attendance and/or physical presence at the job is required;
- ❖ Complete in a satisfactory manner training programs as prescribed by the supervisor; and
- ❖ Meet the physical requirements of the position as set forth on the attached sheet.

SPECIFIC JOB FUNCTIONS

The person holding this position shall perform the following job functions:

- ❖ Perform cleaning operation on floors, walls, ceilings, and fixtures in a prescribed manner as assigned by the supervisor;
- ❖ Operate various types of cleaning equipment and vehicles as prescribed and assigned by the supervisor;
- ❖ Climb and work from both step and extension ladders;
- ❖ Move, relocate, and set up chairs, tables, instructional equipment, paper supplies, ladders, and other items as assigned;
- ❖ Work evenings and weekends if and when required; and
- ❖ This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$816.71 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)

- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center