

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Custodian I

Department: Facilities Planning and Management- Custodial Department

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): M-Th 10PM-6AM Fri 6PM-2AM

Salary Schedule (Range): 39

Background and Rationale (use back of form if additional space is needed): Five (5) New Fulltime Custodian I Positions are required to increase the cleaning frequency in Restrooms, Classrooms, and Common Spaces across the campus

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/A

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position. 17241

Account Number(s): --11000 625000 212000 653000 100 % Amount \$ 82,087  
Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☒ Temporary  
☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature [Signature] Date 07/15/21  
2. Division Vice President Signature [Signature] Date 07.19.2021  
3. Chief Compliance/Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_  
4. Human Resources Signature [Signature] Date 7/22/21  
5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

☒ Funding available ☐ Funding not available Position Number: CB9881 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position does not have funding, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO [Signature] Date July 27, 2021

☐ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach Existing Job Description)

☒ Newly Funded Position Fiscal Year 2021-23  
☐ No Existing Job Description  
(Attach Draft of New Job Description)  
☒ Classified ☐ Confidential  
☐ Supervisory ☐ Administrative

\*\*For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: HEERF

**MT. SAN ANTONIO COLLEGE**

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Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

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☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature [Signature]

Date 07/15/21

2. Division Vice President Signature [Signature]

Date 07.19.2021

3. Chief Compliance/Budget Officer Signature [Signature]

Date 07/19/2021

4. Human Resources Signature [Signature]

Date \_\_\_\_\_

5. Vice President, Human Resources [Signature]

Date 7/22/21

XXFunding available ☐ Funding not available Position Number: CB9880 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO [Signature]

Date July 27, 2021

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the cleaning frequency in Restrooms, Classrooms, and Common Spaces  
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Account Number(s): 17241  
---11000 625000 212000 653000 100 % Amount \$ 82,087  
Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☒ Temporary  
☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

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Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature [Signature] Date 07/15/21  
2. Division Vice President Signature [Signature] Date 07.19.2021  
3. Chief Compliance/Budget Officer Signature \_\_\_\_\_ Date 07/19/2021  
4. Human Resources Signature [Signature] Date 7/22/21  
5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

☒ Funding available ☐ Funding not available Position Number: CB9879 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO [Signature] Date July 27, 2021

☐ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2021-23  
☐ No Existing Job Description  
(Attach Draft of **New** Job Description)  
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Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position.

Account Number(s): 17241 11686 625000 212000 653000 100 % Amount \$ 82,087

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☒ Temporary ☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature [Signature]

Date 07/19/21

4. Human Resources Signature

Date

2. Division Vice President Signature [Signature]

Date 07/19/2021

5. Vice President, Human Resources [Signature]

Date 7/22/21

3. Chief Compliance/Budget Officer Signature

Date 07/19/2021

☒ Funding available ☐ Funding not available Position Number: CB9878 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position does not have funding, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO [Signature]

Date July 27, 2021

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Account Number(s): 11900 625000 212000 653000 100 % Amount \$ 82,087  
Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☒ Temporary  
☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

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Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature [Signature]

Date 07/15/21  
07.19.2021

4. Human Resources Signature [Signature]

Date

2. Division Vice President Signature [Signature]

Date 07/19/2021

5. Vice President, Human Resources [Signature]

Date 7/22/21

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_

Date

☒ Funding available ☐ Funding not available Position Number: CB9877 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO [Signature]

Date July 27, 2021

## **CUSTODIAN I**

### **DEFINITION**

Under general supervision, performs a range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. Provides basic instructions or training to temporary employees and/or staff.

### **CLASS CHARACTERISTICS**

This is the journey-level I in the custodial class series that performs the full range of duties required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other College staff and/or the public, depending upon assignment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Custodian II in that the latter is responsible for more technical duties, uses heavy duty equipment, is able to address more advanced stages of pathogens, and is capable of performing the most complex duties assigned to the function.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
2. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, elevators, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
3. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows with standard and specialized cleaning equipment; unclogs drains and toilets.
4. Cleans, disinfects, and sanitizes areas utilizing recommended processes when anyone is exposed to human blood, blood by-products, or other potentially infectious materials according to Occupational Safety and Health Administration's (OSHA) Blood-Borne Pathogen Standards and the Center for Disease Control (CDC) guidelines for Disinfection and Sterilization guide.
5. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings.
6. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubber (both ride on and walk behind), pick-up machine, extractor, steamer, bonneting, and other equipment as assigned.
7. Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, white boards, trays, and erasers; empties pencil sharpeners; cleans tables, chairs, and floors.
8. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums, and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.

9. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
10. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
11. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
12. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
13. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees; observes safe work methods and makes appropriate use of related safety equipment as required.
14. Assists in maintaining records of maintenance and cleaning activities; inventory of equipment and supplies for assigned area(s).
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
16. Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
3. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Basic principles and procedures of record keeping.
6. Safe work methods and safety practices pertaining to the work.
7. Safe driving rules and practices.
8. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

#### **Skills & Abilities to:**

1. Use and operate a variety of custodial equipment, including vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, broom, and window washing equipment.
2. Clean and care for assigned areas and equipment.
3. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
4. Follow department policies and procedures related to assigned duties.
5. Understand and follow oral and written instructions.
6. Organize own work, set priorities, and meet critical time deadlines.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Experience equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Licenses and Certifications:**

Possession of and ability to maintain a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in various College buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 7/2020



# HEERF- Institutional Funds

2021 - 2022



<b>Requested by: (Unit, Department, Division or Vice President)</b>					
Facilities - M&O - Custodial					
<b>Location</b>	<b>Complete Name</b>	<b>Signature</b>	<b>Date</b>	<b>Approval:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Department or Unit:</b>	Kenneth McAlppin	<i>[Signature]</i>	07/15/21	<b>Date:</b>	07.15.2021
<b>Division:</b>	Gary Nellesen			<b>Vice Administrative Services Signature:</b>	
<b>Vice President:</b>	Morris Rodrigue			<i>[Signature]</i>	

Budget Request(s)	HEERF Justification for Request(s)	Funds Requested <sup>(1)</sup>	Funding
Describe the services or items requested, include quantity <sup>(2)</sup>		Amount	Approved
<p>1. 10 New Fulltime Custodians are required to increase the cleaning, sanitation, and disinfecting frequency in Restrooms, Classrooms, and Common Spaces across the campus. 5 Custodian II Positions, 5 Custodian I Positions for total of 10 Postions.</p> <p>September 2021 - April 2023</p>	<p>Delaying expenses associated with coronavirus. This includes delaying lost revenue and expenses incurred after December 27, 2020. It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.</p> <p>Cleaning and disinfecting of college facilities require an increased level of attention to prevent the spread of COVID-19 and subsequent variants.</p>	<p><del>-\$1,326,000</del> \$1,394,742</p>	
<b>Account Number(s)<sup>(3)</sup>:</b>		17241-625000-212000-653000-2100	

(1) Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

(2) Please add attachment if additional information needs to be included annual software upgrades, etc.

(3) If Unknown leave blank, the Fiscal Services department will include.

**MT SAN ANTONIO COLLEGE  
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
1.000	UB	39	3	12	Custodian I			100.00%	48,550	33,537	82,087	
1.000	UB	39	3	12	Custodian I			100.00%	48,550	33,537	82,087	
1.000	UB	39	3	12	Custodian I			100.00%	48,550	33,537	82,087	
1.000	UB	39	3	12	Custodian I			100.00%	48,550	33,537	82,087	
1.000	UB	39	3	12	Custodian I			100.00%	48,550	33,537	82,087	
1.000	UB	44	3	12	Custodian II			100.00%	50,948	34,334	85,282	
1.000	UB	44	3	12	Custodian II			100.00%	50,948	34,334	85,282	
1.000	UB	44	3	12	Custodian II			100.00%	50,948	34,334	85,282	
1.000	UB	44	3	12	Custodian II			100.00%	50,948	34,334	85,282	
1.000	UB	44	3	12	Custodian II			100.00%	50,948	34,334	85,282	
<b>Total</b>									<b>497,490</b>	<b>339,355</b>	<b>836,845</b>	<b>Unknown Funding</b>

**Notes:**

*The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.*



Facilities Planning & Management  
(909) 594-5611, Ext. 4850

Date: 07/15/2021

To: Gary Nellesen, Executive Director, Facilities Planning and Management

From:  Kenneth McAlpin, Manager, Custodial Services

Subject: Hiring Justification for – Custodian I (5 Positions)

I am seeking authorization to hire five (5) new fulltime Custodian I Positions to increase the cleaning, and disinfecting frequency in restrooms, classrooms, and common areas across the campus. This higher level of cleaning and disinfecting is required to prevent the spread of COVID-19 and subsequent variants.

Thank you for your consideration,