

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS
(Instructions for completing this form begin on page 2)

APPROVED
Hiring Prioritization
2026-27 Phase 1

PC Approved 4/7/26

☒ Classified ☐ Confidential ☐ Administrative
☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A Position: Custodian I FTE (%): 100
Division: Administrative Services Department: Facilities Maintenance & Operations
Term (month/year): 12 months/year Salary Schedule (Range): B-44
Work Schedule (Days, Hours): _____

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: _____ Last date of employment: _____
Reason for vacancy: _____
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**
POSITION 1 OF 4
As approved per President's Cabinet on 4/7/26 as part of Hiring Prioritization 2026-27 Phase 1.
Area Vice President Initials: JD

D **Budget information to fund this position:**
Account Number: 11000-625000-212000-653000-2100 Amount: 100 % \$ 109,361
Account Number: _____ Amount: _____ % \$ _____
Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____
Fiscal Use Only: ☐ Funding available ☐ Funding not available | Position # _____ Contract # _____

E **Signatures - print/sign/date (to be completed in numerical order):**
1. Requesting Manager: Daniel Madrigal Daniel Madrigal 4/22/26
2. Division Vice President: Joe Dominguez JF Dominguez 4/22/26
3. Applicable Human Resources Manager: _____ Stacy Manfredi TDH
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) _____
Initial _____ Date _____

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

☒ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: Martha Garcia Dr. Martha Garcia 5/5/2026

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	TOTAL MONTHS	TITLE/NAME	ACCOUNT PERCENT	FY 26-27 Jul-Jun (12 mos)
							UGF
New	1.000	B	44	12	Custodian I	100.00%	109,361
New	1.000	B	44	12	Custodian I	100.00%	109,361
New	1.000	B	44	12	Custodian I	100.00%	109,361
New	1.000	B	44	12	Custodian I	100.00%	109,361
Total Estimated Cost, Proposed to Fund with UGF Ongoing \$							437,444

Assumptions: The salary calculations include the 2025-26 negotiated increase of 3.00% for CSEA 262 employees. It also includes Health and Welfare rates for 2025-26.

CUSTODIAN I

DEFINITION

Under general supervision, performs a range of custodial duties and responsibilities, utilizing the designated cleaning system 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. Receives direction and guidance for day-to-day work from the Custodian II (Area Lead) or Coordinator, Custodial Services. Provides basic instructions or training to 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. These technical duties can be performed under supervision, 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. This class is distinguished from Custodian II (Area Lead) in that the latter is responsible for overseeing custodial projects, daily activities, and assigned custodial personnel for the purpose of ensuring functions are performed efficiently and in compliance with established standards for maintaining a clean, sanitary, safe, and organized environment.

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. Uses specialized tools and equipment including electrostatic applicators, foggers, and other enhanced methods of disinfection with use of associated chemicals, and United States Environmental Protection Agency (EPA) registered sanitizer, and disinfectant multipurpose tablets.
3. 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.

4. 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.
5. 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.
6. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings.
7. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubbers (both ride on and walk behind), pick-up machines, power washers, extractors, steamers, bonnetings, and other equipment as assigned.
8. Performs minor maintenance and repairs to buildings (including office, classroom, and restroom facilities) and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, whiteboards, trays, and erasers; empties pencil sharpeners; cleans tables, chairs, and floors.
9. 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.
10. 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.
11. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
12. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
13. Safely removes and disposes of animal/pest remains from indoor premises.
14. Maintains work areas in a clean and orderly condition, including custodial carts and closets and secures supplies and equipment at the close of the workday.
15. Provides needed information and demonstrations concerning how to perform certain work tasks; observes safe work methods and makes appropriate use of related safety equipment as required.
16. Maintains records of maintenance and cleaning activities; inventory of equipment and supplies for assigned area(s), including maintaining minimal levels of supplies and functional tools.
17. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

19. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
20. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
21. Maintains regular attendance.
22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, designated cleaning systems, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning and disinfecting 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. Designated cleaning systems such as OS1 Cleaning System.
7. Safe work methods and safety practices pertaining to the work such as those found on safety data sheets and product labels.
8. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.
9. Safe work practices, including safe driving rules and practices.
10. Two-way radio usage and etiquette.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels 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. Maintain specialized safety training and completion of annual refreshers for pandemic planning, blood-borne pathogens, hazard awareness, respiratory protection awareness, vacuum, restroom, light duty, and utility specialist.
3. Clean and care for assigned areas and equipment.
4. Operate a variety of hand and power tools and equipment related to work assignment as instructed.
5. Follow department policies and procedures related to assigned duties.
6. Understand and follow oral and written instructions.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Safely operate and maintain a variety of assigned College equipment and vehicles.
9. Communicate effectively through various methods.

10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; or
2. Six (6) full-time equivalent months of experience, sufficient training, and experience to demonstrate the knowledge and abilities listed above.

Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis.

Licenses, Certifications, and Requirements:

1. Possession of, and ability to maintain, a valid California driver's license.
2. Possession of, and ability to maintain, valid proof of automobile insurance.
3. Successful candidate(s) will be required to take and pass a physical exam.

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 weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, potentially hazardous chemicals, subject to exposure to biological conditions that may be potentially unhealthful or hazardous, 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.