

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Part-time Custodian - TEMPORARY

**DEPARTMENT:** Facilities

**REPORTS TO:** Director of Facilities

**SUPERVISES:** None

**COLLEGE-WIDE \_\_\_\_\_ CAMPUS: \_\_\_\_\_ RANGELY \_\_\_\_\_ X CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at [www.cncc.edu](http://www.cncc.edu) for application submission details.

*Review of applications will begin immediately.*

**PRIMARY DUTIES:**

We are currently seeking a reliable and dedicated temporary Custodian to maintain our facilities. CNCC takes great pride in the external and internal appearance of our facilities. Our ideal candidate is careful and thorough, cleaning and tidying the premises with great care and an eye for detail. We prefer applicants who have some professional custodial experience, but we are willing to train the right person. Primary duties include, but are not limited to:

- Taking out the trash, tidying, rearranging furniture, and wiping surfaces as needed
- Sweeping and mopping of floors, as well as vacuuming carpets
- Daily cleaning and sanitizing of all bathroom facilities, including toilets, sinks, showers, and mirrors
- Sanitizing areas (COVID-19 protocol)
- Dusting of office areas, hallways, public spaces as necessary
- Restock necessary items, such as soap and paper products

**ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below.*

1. **Education and Training:** A minimum education level of a High School diploma or GED
2. **Other Qualifications:**
  - Some professional work experience as custodian, janitor, or a similar role
  - Working knowledge of industrial cleaning equipment and appliances and how to maintain them
  - Understanding of safety protocols such as disposal of chemicals and other hazardous items
  - Detail-oriented and conscientiousness
  - Ability to communicate effectively, verbally and in writing
  - Ability to work in adverse weather conditions when needed

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

**ESSENTIAL FUNCTIONS**

**In an 8 hour workday, this job requires:**

**N/A = Not Applicable**

**R = Rarely**

**O = Occasionally**

**F = Frequently**

**C = Continually**

**(less than ½ hour per day)**

**(1/2 - 2.5 hours per day)**

**(2.5 - 5.5 hours per day)**

**(5.5 - 8 hours per day)**

<b>Physical Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
<b>Sitting</b>			X			
<b>Stationary Standing</b>			X			
<b>Walking</b>				X		
<b>Ability to be Mobile</b>				X		
<b>Crouching (bend at knees)</b>				X		
<b>Kneeling/Crawling</b>				X		
<b>Stooping (bend at waist)</b>				X		
<b>Twisting (knees/waist/neck)</b>				X		
<b>Turn/Pivot</b>				X		
<b>Climbing</b>				X		
<b>Balancing</b>			X			
<b>Reaching Overhead</b>			X			
<b>Reaching Extension</b>			X			
<b>Manual Dexterity</b>				X		
<b>Pushing/Pulling</b>						
<b>1 - 10 lbs.</b>					X	
<b>11 - 20 lbs.</b>				X		
<b>21 - 35 lbs.</b>			X			
<b>36 - 50 lbs.</b>		X				
<b>51 - 75 lbs.</b>		X				
<b>76 - 100 lbs.</b>	X					
<b>Lifting/Carrying</b>						
<b>1 - 10 lbs.</b>				X		
<b>11 - 20 lbs.</b>				X		
<b>21 - 35 lbs.</b>			X			
<b>36 - 50 lbs.</b>		X				
<b>51 - 75 lbs.</b>		X				
<b>76 - 100 lbs.</b>	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person			X			
Talking on Telephone		X				
Hearing in Person					X	
Hearing on Telephone		X				
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)					X	
Operation of equipment, tools, vehicles					X	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
<b>Other environmental requirements:</b>			X			

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_