



## Temporary Part-Time Custodian

This temporary position will help maintain facilities, buildings, equipment, utilities, and grounds by performing routine maintenance and preventative maintenance activities for Otero College.

### Job duties include:

- Maintain appearance of buildings and sanitation of bathrooms
- Daily cleaning of buildings: dusting, waste pick-up, sweeping, cleaning classroom spaces, straightening up furniture, wash glass, damp mop floors, spot clean walls and partitions, wipe vents and doors, servicing soap and paper towel dispensers, sanitation of drinking fountains and restrooms
- Follow a specific plan of work for cleaning buildings to include classrooms, offices, entrances, hallways, restrooms and common spaces
- Report work orders of building repairs
- Secure buildings and any/all rooms within buildings by locking and unlocking of doors
- Follow a specific method of cleaning from a training book or manual, directions of cleaning of cleaning machines book or manual, directions for chemical for the cleaning industry and material safety data sheet
- Set up and clean up for college events
- Repair equipment that requires minimum skill
- Snow removal as needed

### Minimum Qualifications:

Colorado Driver's License

Background check

Ability to read and follow written directions

### Preferred Qualifications:

Experience in building maintenance and cleaning

**Compensation:** \$18.77/hour not to exceed 28 hours per week

Temporary assignment to end August 22, 2025

To apply for this position please submit a resume to:

Kelsey Barbee

Director of Human Resources

Otero College

1802 Colorado Avenue

La Junta, CO 81050

719-384-6824

Or via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu) or fax at 719-384-6947

**Applications must be received by the end of business on Monday, February 24, 2025**