



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Custodian I - Short Term Hourly

SALARY: \$18.84 Hourly

DEPARTMENT: Facilities Services

OPENING DATE: 07/09/20

CLOSING DATE: Continuous

10

Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

July/August 2020

Cover Letter, Resume

DESCRIPTION:

BASIC FUNCTION:

Under the direction of the Supervisor Custodial Services, maintains an assigned group of classrooms, rest rooms, offices and related facilities in a clean and orderly manner on an assigned shift; performs a variety of diverse duties cleaning and maintaining facilities. Performs related duties as may be assigned.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Cleans and stock restrooms. (E)
- Sweeps; dust mops and wet mops floors. (E)
- Vacuum carpets. (E)
- Cleans and shampoos carpets. (E)
- Empties trash inside and outside of College. (E)
- Participates in the thorough cleaning and restoration of campus facilities during vacation periods. (E)
- Stocks supplies in custodial closets.
- Cleans gym floor. (E)
- Cleans men's and women's locker room and showers. (E)
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above.

OTHER INFORMATION:

KNOWLEDGE OF:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Basic requirements for the safe maintenance of college facilities.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining District buildings in a safe, clean and orderly condition.
- Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.
- Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
- Appropriate safety precautions and procedures.

ABILITY TO:

- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards.
- Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in custodial work.
- Maintain tools and equipment assigned in clean working order and provide proper security.
- Maintain custodial records according to established procedures.
- Meet schedules and time lines.
- Perform minor, non-technical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Communicate effectively with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, student workers, students, and security personnel

PHYSICAL EFFORT:

- Lifting and moving heavy objects; climbing ladders and reaching overhead, above the shoulders and horizontally to replace lights bulbs
- Standing for extended periods of time; bending at the waist, kneeling or crouching; pushing and pulling cleaning equipment.

WORKING CONDITIONS:

Exposure to cleaning chemicals

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

Position #RN19-84
CUSTODIAN I - SHORT TERM HOURLY
AP

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

<http://www.schooljobs.com/careers/avc>
