

EMPLOYMENT OPPORTUNITY



COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317

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www.siskiyous.edu/jobs

CLASSIFIED VACANCY

POSITION: **CUSTODIAN**

LOCATION: **WEED CAMPUS**

OPEN UNTIL FILLED - FIRST REVIEW: **OCTOBER 23, 2009** SALARY: **\$2,019 PER MONTH**

The Position

Under the general direction of the Custodial Supervisor, perform general and special cleaning and maintenance duties of assigned areas; operate equipment; provide grounds care; delivery and moving services. Receives limited supervision and performs other duties directly related to this job description.

Principal Duties & Responsibilities

- Clean, dust, and disinfect restrooms including, but not limited to, floors, stalls, toilets, urinals and fixtures. Clean lockers and showers. Remove trash and waste. Clean trash receptacles and replace liners.
- Participate in stripping, sealing, and refinishing hard floors per regular schedules. Disinfect, scrub, wet vacuum and buff hard floors. Steam/dry clean and shampoo carpets and fabric furniture. Clean tiled areas.
- Order and pick-up supplies.
- Clean public entry and use areas including, but not limited to, hallways, stairways, meeting rooms, sidewalks and corridors. Clean and disinfects drinking fountains, door handles, and door push plates.
- Perform regularly scheduled cleaning and maintenance of classrooms, laboratory, and office areas. Empty pencil sharpeners, erase chalkboards and dry-erase boards and clean chalk trays and erasers. Clean entry way floor mats, and dusts furniture, fixtures and equipment.
- Maintain safe and clean walkway and grounds surrounding the area of assignment. Pick up litter. Remove debris, including ice, using shovels, brooms, hoses and air blowers. Empty and clean outdoor trash and smoking receptacles.
- Replenish towel, soap, cleanser, and other dispensers.
- Ensure that secondary containers for cleaning and other products are properly labeled. Ensure that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Develop complete and current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in laboratory areas. Check and record emergency eye wash and shower stations, and fire extinguishers for proper functioning or stock.
- Operate equipment; floor machine, automatic floor machines, wet/dry vacuum, carpet steam/dry cleaning machines, finish applicators, steam cleaning machines, laundry machines, 2-way radios.
- Operate trucks, vehicles, forklift, and front-end loader.
- Assist in grounds maintenance including but not limited to with planting and pruning of plants and trees, mowing, edging, fertilizing, and weeding landscaped areas. Operate grounds equipment such as mowers, edgers, carts, trucks and blowers.
- On a regular schedule, clean and wash desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oil or polish woodwork, wood furniture and metal fixtures.
- Clean, wash, and dust windows, window coverings and light fixtures.
- Rearrange, move and set furniture and equipment at on and off campus locations, according to established instructions and seating arrangements. Participate with others to assemble furniture, removing from and properly disposing of packaging materials.
- Perform limited minor servicing and maintenance to College fixtures. Make minor plumbing fixture adjustments, unclogging toilets and sinks, tightening toilet seats, etc. Replace light bulbs and tubes. Oil door hinges and wall panel glide tracks. Tighten loose fixtures. Perform minor repairs and adjustments on furniture, as necessary and appropriate. Replace electrical cords. Unclog, repair or replace dispensers, as necessary. Reset ceiling panels. Repair minor carpet damage.
- Assist and supervise student workers in their assigned tasks.
- Inspect equipment for function. Make minor repairs and arrange for complex repairs. Prepare work order requests for maintenance services as necessary.
- Secure internal and external entry and exit doors and gates, ensuring that all windows and lights are locked and off; open and close facilities for approved community use.
- Assist with patching and repairing buildings; fixing leaks; pouring cement; painting and provide some mechanical work as appropriate.

- Assist with major maintenance projects and summer maintenance work under direction; request cleaning and custodial supplies and equipment, as needed.
- Assist with recycling program.
- Participate in set up and take down of seating and equipment for events, including but not limited to, theater and gymnasium use. Set up special equipment such as barriers, benches, bleachers, floor mats, and other equipment. Assist in setting up public address systems for events.
- Notify the appropriate personnel of suspicious activity and/or persons in need of assistance.
- Maintain a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Use appropriate technology to communicate and receive assignments (i.e., email and maintenance service request system)
- Promote positive campus and community relations by working effectively with students, staff and faculty.

Minimum Qualifications

1. High School or General Education Diploma.
2. One to two years of related work experience.

Preferred Qualifications

1. One to two years of college education.
2. Three or more years of custodial experience.
3. Work history with evidence of dependability and commitment to the job.

Knowledge of:

- modern cleaning methods, chemicals, materials, tools and equipment.
- safe use and operation of equipment and chemicals used in janitorial and custodial work.
- safe working methods and procedures.
- care and maintenance of custodial and building equipment and tools.
- computers.

Ability to:

- safely, efficiently and effectively use cleaning materials.
- read at a level sufficient to successfully perform required duties.
- understand and follow oral and written directions.
- organize and prioritize work load to accomplish diverse tasks.
- take initiative.
- use appropriate technology.

Physical Abilities:

Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waste and floor levels, max. 100 lbs.), carry (max 75 lbs.), push, pull, bend, squat, reach (from low, level and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

Environmental Conditions:

Work is performed indoors and outdoors in weather extremes where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens. Frequent exposure to dust, loud noise and/or vibrations.

Assignment and Salary

The beginning salary for this 40-hour per week, 12-month per year position is \$2,019 per month.

Benefits

The District offers competitive health, vision and dental insurance for the employee and dependents. Employees contribute a percentage of their salary toward the Medical Benefits program. The District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

Application Procedure

To be considered during the first review for this position, candidates must submit all required materials prior to 4 p.m., October 23, 2009. Postmarks will not be accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

Required Documents

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (www.siskiyous.edu)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work being used for qualification. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5227
HR@siskiyous.edu

Screening Process

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, verification of their legal right to work in the United States and a pre-employment physical examination.

Applicant requiring reasonable accommodations in completing the application or interview process must notify the Human Resource Office in advance.

College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.