North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810    Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu    Website: www.nocccd.edu

FACILITIES CUSTODIAN I
JOB #SCC964

$2,974 – $3,600 per Month
(Includes 10% Shift Premium)
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: January 20, 2011
CLOSING DATE: February 3, 2011
POSITION LOCATION: Cypress College – School of Continuing Education
SCHEDULED SHIFT: 3:00 p.m. to 12:00 a.m., Tuesday through Friday
9:00 a.m. to 6:00 p.m., Saturday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES:
This position is responsible for maintaining an assigned group of classrooms, restrooms, offices and related facilities in a clean and orderly manner. Sweep, scrub, mop, strip and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; water indoor plants. Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows and walls; erase chalkboards or whiteboards. Empty and clean waste receptacles and pencil sharpeners; pick-up paper; pick-up trash containers and empty into large bins. Clean restrooms including floors, walls, fixtures, mirrors, toilets and urinals; polish metal fixtures; order and restock supplies. Move and arrange furniture and equipment; set-up furniture, equipment, materials and supplies for special events and meetings. Perform minor repairs to buildings, fixtures and equipment; replace lights; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required. Secure facility at completion of assigned schedule; turn lights on and off; unlock and lock doors and windows; report sanitary and safety hazards; notify proper authorities of suspicious persons or situations; return items to lost and found. Clean outdoor stairs, patios, bleachers and other facilities; sweep sidewalks; clean drinking fountains. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Education and Experience: Sufficient training and experience to demonstrate the knowledge, skills and abilities listed.

Knowledge of: Proper methods, materials, tools and equipment used in custodial work; requirements of maintaining school buildings in a safe, clean and orderly condition; appropriate safety precautions and procedures; modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures; proper methods of storing equipment, materials and supplies.

Ability to: Use cleaning materials, equipment and methods according to pre-determined standards; learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work; perform minor repairs to tools, equipment and facilities; maintain tools and equipment assigned in clean working order and provide proper security; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

WORKING RELATIONSHIPS:

Over
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.

The Facilities Custodian I completes assigned tasks under the direction of a supervisor.

TRAINING REQUIREMENTS:
The following training must be completed after hire: Utility Cart Certification, Bloodbourne Pathogens, Hazardous Communication, Lead and Asbestos Awareness, Lockout/Tagout, Pesticide Safety, Respiratory Protection.

WORKING CONDITIONS:
Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling; fumes from cleaning chemicals; exposure to cleaning agents or hazardous chemicals; subject to exposure to biological conditions which may be unhealthful or hazardous.

APPLICATION PROCEDURE:

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<th>Applicants MUST submit the following items:</th>
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<td>1) District Classified Application</td>
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<td>→ Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.</td>
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Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #SCC964, Facilities Custodian I, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

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<th>North Orange County Community College District</th>
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<tr>
<td>Human Resources, 9th Floor</td>
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<tr>
<td>1830 West Romneya Drive</td>
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<tr>
<td>Anaheim, CA 92801-1819</td>
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APPLICATION DEADLINE:

Completed applications must be received in the Human Resources office on or before February 3, 2011, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER