



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Custodian I **Full time, 12 months
RN17-59**

WORK SCHEDULE: Monday - Friday: 2:30pm-11:00pm

SALARY: Range 10, \$3,138.26/mo. + benefits

DEADLINE: January 11, 2018

START DATE: February 13, 2018

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 stocks restrooms (E)
- Sweeps; dust mops and wet mops floors (E)
- Vacuums 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

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

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
- Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards

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/>

ABILITY TO :

- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition
- 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

APPLICATION PROCEDURE

A To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thurs 7:30am-6:00pm and Fri 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College “CLASSIFIED APPLICATION”
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Applicants meeting the minimum qualifications may require additional testing.

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.

AVC is an equal opportunity employer.