



ANTELOPE VALLEY COLLEGE

Office of Human Resources

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Custodian I **RN: 16-14**
(Establish a Pool for varying departmental needs; Pool valid for 1 year)

SALARY: \$17.13/hour

DEADLINE: Continious
(Applications reviewed on an as received basis and hired as needed)

START DATE: Ongoing

ASSIGNMENT: Work schedule may vary up to 25 hours a week and/or not to exceed 100 hrs per month.
Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.
(Days are counted regardless of # of hours worked per day)

TYPICAL DUTIES MAY INCLUDE:

- Cleans and stocks restrooms.
- Sweeps; dust mops and wet mops floors.
- Vacuums carpets.
- Cleans and shampoos carpets.
- Empties trash inside and outside of College.
- Participates in the thorough cleaning and restoration of campus facilities during vacation periods.
- Stocks supplies in custodial closets.
- Cleans gym floor.
- Cleans men's and women's locker room and showers.
- 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.

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.

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/>

Custodian I (Pool) RN16-14
Temp, Short-Term, Hourly Assignment
Deadline: Ongoing

ABILITY TO (Continued):

- 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.

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

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted to the HR Office.

HR Office Hours: Mon-Thur 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 [Temporary Short-Term Employment Application](#)
2. **Résumé**

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. Submit application packet to:



ANTELOPE VALLEY COLLEGE

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

**Human Resources 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.**

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

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.

AVC is an equal opportunity employee

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