
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION: CUSTODIAN

DEPARTMENT: MAINTENANCE

FINAL FILING DATE: WEDNESDAY, FEBRUARY 27, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE

SALARY: \$2361 - \$2586/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$3260/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of Custodial Supervisor, maintain assigned buildings, classrooms, restrooms, offices and related facilities in a clean and orderly manner; perform a variety of diverse duties in cleaning and maintaining facilities.

REPRESENTATIVE DUTIES:

- Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; scrub and refinish floors. (E)
- Dust and polish furniture and woodwork; clean and polish desks. (E)
- Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty into large bins. (E)
- Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. (E)
- Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings. (E)
- Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned. (E)
- Turn lights on and off; unlock and lock doors and gates.
- Participate as part of a cleaning crew, as directed, for major cleaning assignments.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic requirements for the safe maintenance of college facilities.
- Proper methods, materials, tools and equipment used in custodial work.
- Appropriate safety precautions and procedures.

ABILITY TO:

- Use cleaning materials, equipment and methods according to predetermined standards.
- Maintain tools and equipment assigned in clean working order and provide proper security.
- Perform minor, nontechnical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Meet schedules and time lines.

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

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

ENVIRONMENT:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Subject to evening or variable hours.

PHYSICAL ABILITIES:

- Lifting heavy objects.
- Standing and walking for extended periods of time.
- Bending at the waist.
- Pushing.
- Pulling.
- Twisting/turning.
- Climbing ladders.
- Seeing to assure proper and complete cleaning.
- Dexterity of hands and fingers to operate cleaning equipment.

HAZARDS:

- Cleaning chemicals and related fumes.

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **WEDNESDAY, FEBRUARY 27, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

NON PROFIT ORGANIZATION
 U S POSTAGE
 PAID
 MARYSVILLE, CA 95901
 PERMIT NO. 242

