



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

CUSTODIAN II

Regular Part time

DEADLINE TO APPLY: Friday, June 30, 2017

RECRUITMENT PROCESS: If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca, 93308:

- Employment Application (resume's will be accepted only with a completed Application) and
- Supplement to Application for Custodian
- Current Employee's can submit an Employee Job interest form, resume, or an updated application.

The Application or Job Interest form can be downloaded from the district's website at www.norfun.org, Human Resources section or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Provides the janitorial care and maintenance of assigned District building and furnishings with extreme consideration towards the elimination of all health hazards. Assists with set-up and take-down of recreation needs. May lead and/or train other staff.

This examination will establish an eligibility list for one year from the date of the interviews.

SALARY: Starting at \$11.68 to \$12.88 per hour, DOE

HOURS: 30 hours per week, dependent upon program needs. Assigned Monday – Thursday afternoons, 1pm-5pm and Friday afternoon up to 11pm.

LOCATION: Rasmussen Senior Adult Center

QUALIFICATIONS: Equivalent to two years experience in custodial work. Knowledge of methods, materials and equipment used in janitorial work; basic hand tools and electric floor equipment used in janitorial services. Ability to apply a routine amount of initiative and judgment to perform duties utilizing standardized procedures within established policies; do janitorial work involving a degree of independent judgment and discretion, speed and accuracy; use standard janitorial equipment and supplies; operate a floor waxer, buffer, and stripping equipment; follow basic safety practices in the performance of job duties; read and understand labels on containers and supplies and Safety Data sheets; follow instructions regarding the use of chemicals and supplies and use as directed; effectively interact with others; communicate and follow instructions both verbally and in written form; work alone or with others; lead and train others; work under pressure; and be dependable and maintain attendance and punctuality and ready to begin work at the start of each shift. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical exam, functional capacity exam and drug screen at the District's expense
- Must submit verification of your identity and citizenship or legal right to work in the United States

PHYSICAL DEMANDS AND WORK ENVIRONMENT: All work is performed indoors and includes lifting, stooping, kneeling, and climbing. Work with a variety of hazardous materials and exposed to fumes, dust and loud noises. Will stand and walk 100 % of the work day; bend squat, kneel, twist, climb and reach above the shoulder; push and pull intermittently throughout the normal work day; and grasp items. The essential physical and mental capabilities are as follows: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISTRICT EXPECTATIONS OF THIS POSITION/QUALITY ASSURANCE: Consistently reports to work on time prepared to perform job duties; prioritizes and performs duties as workload necessitates; communicates regularly with supervisor about program issues; provides outstanding customer service; maintains respectful attitude; interacts with customers and co-workers in a positive and courteous manner; and responsible for the efficient and effective delivery of services.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Empty and clean trash receptacles.
- Clean and disinfect restrooms, drinking fountains, and kitchen area; stock and refill dispensers and containers.
- Clean and dust furniture and woodwork.
- Vacuum and spot clean carpets.
- Sweep and mop floors.
- Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Inventory and purchase the day to day custodial supplies; and lift and carry cases and stock supplies.
- Perform minor repairs of District buildings.
- Lock and unlock assigned buildings; and secure building when facilities are not in use checking for unlocked doors and windows.
- Periodically wash windows, walls and ceilings, clean window coverings, and remove cobwebs; buff, strip and wax floors using various types of floor care equipment; polish furniture and woodwork; and remove stains and shampoo carpets.
- Perform set ups, break-down and move folding tables; move and arrange furniture and equipment and may be required to move chair rack on wheels; carry and erect folding ladders; climb ladders; and lift folding chairs overhead.
- Provide access to the assigned center; ensuring renters are in compliance with facility rentals including vacating facility, clean-up, and post-event inspection.
- Attend to emergencies when necessary and respond to and resolve user requests and questions.
- Report all unsafe conditions to supervisor and assist in making safe and orderly.
- Maintain required safety training designated for this position.
- Attend all meetings and trainings as recommended by supervisor.
- May assist in training less experienced staff.
- Performs related duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000

www.norfun.org

SUPPLEMENT TO APPLICATION - CUSTODIAN

Name: _____

Date: _____

SECTION 1

1. Please rate your general level of ability in the following areas by using the chart below that best describes your capabilities.

0 = No knowledge and/or experience
 1 = Some knowledge and/or experience
 2 = Good knowledge and/or experience
 3 = Highly skilled

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|---|---|
| <p><u>Custodial</u></p> <p><input type="checkbox"/> Cleaning Procedures</p> <p><input type="checkbox"/> Building Maintenance</p> <p><input type="checkbox"/> Cutting Glass/Window Repair</p> <p><input type="checkbox"/> Cleaning Materials & Supplies</p> <p><u>General Safety Procedures</u></p> <p><input type="checkbox"/> Equipment Maintenance</p> <p><input type="checkbox"/> Safety Data Sheets</p> <p><input type="checkbox"/> Public Relations</p> <p><input type="checkbox"/> First Aid</p> | <p><u>Equipment Operation</u></p> <p><input type="checkbox"/> Floor Buffer</p> <p><input type="checkbox"/> Floor Scrubber</p> <p><input type="checkbox"/> Floor Waxer</p> <p><input type="checkbox"/> Floor Stripper</p> <p><input type="checkbox"/> Carpet Cleaners</p> <p><input type="checkbox"/> Vacuum</p> <p><u>Construction</u></p> <p><input type="checkbox"/> Basic Carpentry</p> <p><input type="checkbox"/> Painting</p> <p><input type="checkbox"/> Plastering</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Basic Electrical</p> |
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2. List any special licenses, certification and training courses:

