



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

DEADLINE TO APPLY: Open until filled.

RECRUITMENT PROCESS: If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca, 93312:

- Employment Application (resume's will be accepted only with a completed Application)
- 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 Resource section or request from the Personnel Office at 392-2000.

BASIC FUNCTION: The Custodian provides the custodial care and minor maintenance of assigned District buildings and furnishings with extreme consideration towards the elimination of all health hazards and assists with recreation set-up and take-down needs. This examination will establish an eligibility list for one year from the date of the interviews.

SALARY: Starting at \$11.76 to \$14.55 per hour, DOE

HOURS: Substitute when needed on weekdays, evenings and weekends dependent upon program needs.

LOCATION: NOR Community Centers and Facilities

QUALIFICATIONS:

Minimum of one year experience in custodial work or any combination of training and experience that would provide the following knowledge, skills and abilities.

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; 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. Stand and walk 100% of the work day, bend, kneel, squat, stoop, twist, push and pull intermittently, climb, lift and reach above the shoulder; and exposure to fumes, dust and loud noises. Must be able to lift and remove objects weighing up to 50 pounds depending on job assignment. May be required to work nights, weekends and holidays when needed. 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:

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:

Conducts safe custodial/maintenance practice at all times; vacuums and spot cleans carpets; sweeps and mops floors; empties and cleans trash receptacles; cleans and disinfects restroom fixtures, drinking fountains, and kitchen area; refills dispensers and containers; cleans and dusts furniture and woodwork; purchase the day to day custodial supplies; lifts and carries cases of supplies; if assigned to a Community Center will be required to move chair rack on wheels; carry and erect folding ladders; climb ladders; and lift folding chairs overhead; frequently assists in setting up, breaking down and moving folding tables; moves and arranges furniture and equipment; reports all unsafe conditions to supervisor and assists in making safe and orderly; assists with minor repairs and replacements of District buildings; periodically removes stains and shampoo carpets; periodically buffs, strips and waxes floors using various types of floor care equipment; periodically washes windows, walls and ceilings, and cleans window coverings; may be required to polish furniture and woodwork; provides access to center; responds to and resolves user requests and questions; ensures compliance with facility rentals including vacation of facility, clean-up, and post-event inspection; must maintain required safety training and attend meetings and trainings required by the supervisor; trains other staff as needed; and performs related duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca., 93312 (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

<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:

