



**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: July 3, 2018.

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

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

Application, Supplement and Employee Job Interest form can be found on the District's website at [www.norfun.org](http://www.norfun.org), Human Resources section, or contact the Personnel Office at 661-392-2000.

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.

SALARY: Starting at \$13.86 to \$15.28 per hour, DOE

HOURS: Monday – Friday, 8:00 am – 3:00 pm, up to 35 hours per week

JOB OPENINGS: Assigned to a Community Center or Senior Adult Center; days, evenings and/or weekends dependent upon program needs. This recruitment will also establish an eligibility list for future part time and substitute openings. Successful candidates will remain on the eligibility list for a period of one year.

### QUALIFICATIONS:

Training and experience 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. 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:** 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, 3825 Riverlakes Drive, Bakersfield, Ca., 93312 (661) 392-2000**

**[www.norfun.org](http://www.norfun.org)**