Employment Opportunity
Custodian
CL10-16 Maintenance & Operations (5 positions)

Apply by: 4:00 p.m., Thursday, June 3, 2010

About the Position: Currently a full range of custodial services are provided at the Aptos campus and at the Watsonville Center in south Santa Cruz County. The current full time vacancies are at the Aptos campus location; however, assignments may be relocated to various campus sites as needed. In addition, a Custodian position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties: Under the general supervision of the Director of Maintenance & Operations or designee:

- Sweeps, mops, scrubs, waxes, polishes, strips, seals and buffs floors
- Vacuums and shampoo rugs and carpets in classrooms; cleans and spots carpets
- Dusts and polishes furniture and woodwork and cleans black and white boards
- Empties, cleans and lines waste receptacles and disposes of trash and/or recycle materials; picks up trash in adjacent grounds areas
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and light fixtures
- Cleans drinking fountains; cleans and disinfects restrooms including floors, walls, fixtures and mirrors and restocks restroom supplies as necessary
- Moves office and classroom furniture and equipment
- Replaces light bulbs and may make minor non-technical repairs to buildings and fixtures
- Reports the need for maintenance and repair and assists others in making repairs as needed
- Closes windows, turns lights on and off; locks and unlocks doors; secures buildings
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards
- Follows label instructions to safely mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use
- Safely operates College vehicles and a variety of custodial tools, equipment and supplies, including buffers and vacuum cleaners
- Maintains equipment and materials in proper condition
- May assist in setting up rooms for special meetings and equipment for classes
- May communicate with faculty and/or administrative staff to determine specific cleaning requirements
- Performs related duties as required or assigned

Minimum Qualifications:
Education equivalent to completion of the tenth grade and two years of custodial experience, preferably in a large institutional setting.

Knowledge of:
- Cleaning techniques and materials used in custodial work
- Proper cleaning methods, and the safe use of cleaning materials, disinfectants, custodial tools and equipment
- Proper use and minor maintenance of hand and power tools and equipment used in custodial work
- Safety practices and equipment related to the work
- Safe driving methods and techniques

Skill in:
- Using cleaning materials, equipment and methods according to established industry and safety standards
- Learning and applying proper cleaning procedures and use of custodial equipment and supplies
- Maintaining tools and equipment in clean working order and providing proper security
- Understanding and following written and oral directions (e.g. read and follow product label instructions to ensure proper and safe use and communicate with staff to determine specific cleaning requirements)
- Completing assignments without immediate supervision (e.g. understand and follow verbal and written instructions)
- Safely driving College vehicles and lifting heavy objects
- Establishing and maintaining effective and cooperative working relationships with those encountered in the course of work
Other Requirements:

- Must possess and maintain a valid California driver’s license and a safe driving record
- Must possess sufficient strength and stamina to maneuver equipment and furniture weighing up to 90 pounds, with proper equipment
- Must be willing to work at various college sites, off-hour shifts and overtime as necessary
- Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety equipment and procedures

*2,504 to $2,760 plus shift differential per month to start, plus fringe benefits; seven-step schedule to $3,355 per month plus employer-paid retirement contribution (PERS). Five full-time assignments, 12 months per year; Monday through Thursday, 8:30 p.m. to 4:30 a.m.; Fridays, 7:00 p.m. to 3:00 a.m. Position(s) scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Currently, Cabrillo College provides a benefit stipend up to $7,832 per year for employee only and up to $14,999 per year for employee plus one dependent, and $20,686 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217

EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application. The Custodian position requires education equivalent to completion of the tenth grade. Please be sure that your application reflects your highest level of education completed.

b) Resume – job related
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) Current California driver’s license
f) Current DMV print-out

If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by:
4:00 p.m., Thursday, June 3, 2010. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.