

# EMPLOYMENT OPPORTUNITY

Position Number #06-47

Announcement Date: April 24, 2006

Position: CUSTODIAN

Salary: Range 20 – \$16.25 hourly

**CLASSIFIED POSITION**

Starting Date: Rio Hondo College is currently seeking applicants for part-time, temporary, hourly custodial positions on an as needed basis.

## Position Information:

Under the direction of the Operations Manager, sweep, scrub, mop and wax floors; vacuum and steam clean rugs and carpets in classrooms, offices, workshops and other work areas; refinish floors as necessary. Wash windows, blackboards, furniture and walls; dust and polish furniture and woodwork. Empty and clean waste receptacles; sweep sidewalks; pick up paper and other debris; pick up trash containers and empty into large bins. Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures; clean drinking fountains. Assist in moving, arranging and setting up furniture and equipment for special events and meetings. Perform minor, non-technical repairs to buildings and fixtures including replacing lights; report other repair and maintenance needs as appropriate. Perform security duties related to buildings and grounds during assigned times; turn lights on and off; unlock and lock doors and windows. Maintain equipment and supplies in proper working condition. Perform related duties as assigned.

## QUALIFICATIONS:

**Education and Experience:** Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**License and other certificates:** Valid California drivers license

## WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to frequent lifting, carrying, pushing and pulling; fumes from cleaning chemicals; some positions in this class are assigned to work during evening hours.

## KNOWLEDGE AND ABILITIES:

**Knowledge of:** Proper methods, materials, tools and equipment used in custodial work. Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls and fixtures. Requirements of maintaining school buildings in a safe, clean and orderly condition. Appropriate safety precautions and procedures.

**Ability to:** Use cleaning materials, equipment and methods according to pre-determined standards. Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work. Maintain tools and equipment assigned in proper working order. Perform minor, non-technical repairs. Observe and report need for maintenance and repair. Lift objects weighing up to 50 pounds. Perform heavy manual labor. Understand and follow oral and written directions. Establish and maintain effective working relationships with others. Meet schedules and timelines. Communicate effectively with others.

**METHOD OF APPLICATION:** Anyone interested in this position must request a Rio Hondo College Classified Application and a Supplemental Questionnaire from the Office of Human Resources and return them to the Office of Human Resources. All applicants meeting the minimum qualifications may be required to take a test and will be notified of the date and time.

The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.

As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official Livescan agency. For positions requiring a valid California driver's license, proof of insurability is required.

*Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, due to a disability, please notify the Human Resources Office.*

**A copy of this announcement will be provided in braille to visually impaired applicants upon request.**



Office of Human Resources  
3600 Workman Mill Road  
Whittier, CA 90608  
(562) 908-3405  
[www.riohondo.edu](http://www.riohondo.edu)

*An  
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Employer*

**JOBLINE # (562) 692-3677**  
**FAX # (562) 908-0411**  
**TDD # (562) 908-3422**  
(For Hearing Impaired)



**Supplemental Questionnaire**

**CUSTODIAN, HOURLY #06-47**

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**PLEASE NOTE:** It is your responsibility to make sure that all requested information is complete on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

***RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. IT IS THEREFORE, VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE.***

**PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.**

1. This positions requires sufficient training and experience to demonstrate the knowledge and abilities listed on the job announcement. Please complete the attached form to list this information.

**PLEASE NOTE:**

What days/times are you available for work?

- days only
- evenings, after 8:00 p.m.
- weekends
- all of the above

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**Please print your name**

**CUSTODIAN SUPPLEMENTAL QUESTIONNAIRE, HOURLY #06-47**

**INSTRUCTIONS:** List all professional/work experience related to this assignment that should be considered to determine if you meet the Minimum Qualifications. Be sure to complete all columns. Use additional sheets if necessary. Please print or type.

Description of work performed or related classes taught	Name of Employer	Dates of Employment	Full or Part-time	# of hours worked/week	Supervisor & phone #

I certify that to the best of my knowledge the foregoing statements are complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_