

POSITION ANNOUNCEMENT
All Qualified Applicants May Apply

PART TIME CUSTODIAN

Wenatchee campus. Work up to 79 hours per month on a temporary hourly basis.

HOURLY RATE:

\$12.49 per hour

POSITION DESCRIPTION:

Under general supervision, perform a variety of custodial, housekeeping, and general maintenance functions to maintain the cleanliness and care of college facilities.

GENERAL DUTIES:

- Work well with staff and students.
- Clean and sanitize restrooms/shower rooms and fixtures in accordance with established procedures and standards; refill restroom dispensers; report need for repair and/or maintenance.
- Clean chalkboards/whiteboards and erasers; dust and wipe furniture; sweep, mop or vacuum floors; empty wastebaskets, trash, and recycle containers; replace light bulbs.
- Set-up and take down equipment, such as chalkboards and easels, and furnishings, such as folding chairs and tables needed for meetings, classrooms, conferences, and events.
- Strip, clean, buff and apply finish to floors; use high speed floor buffers/polishers; vacuum and clean carpets.
- Use and maintain assigned power equipment and hand tools such as vacuum, broom, mop, squeegee, ladder for the cleaning and general maintenance of floors, walls, carpets and furniture.
- Lock and unlock buildings; secure building when facilities are not in use by checking for unlocked doors and windows; report unauthorized occupants.
- Follow written and/or verbal instructions regarding the use of chemicals, supplies and equipment; comply with safety policies and procedures.
- May perform cleaning and related activities in areas outside of buildings using hand-operated tools or small power equipment to remove snow or debris, or sweeping sidewalks or stairs; wash interior or easily accessible exterior windows.
- May move furniture, equipment, supplies and tools; may operate high-pressure washer.
- Perform other related duties as needed.

MINIMUM REQUIRED EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES:

- High school graduation or equivalent.
- Physical ability to do required work.
- Six months full time equivalent experience in custodial work.
- Ability to read and write in English.

PREFERRED/DESIRED EDUCATION, TRAINING, SKILLS & ABILITIES/COMPETENCIES:

- Custodial experience with large institution custodial standards and requirements.
- Self-discipline and self-motivation.
- Ability to work with college staff in a pleasant and productive manner.
- Possess a basic understanding of computer skills, particularly word processing and e-mail.
- Excellent customer service skills.
- Bilingual in English and Spanish.

PHYSICAL WORK ENVIRONMENT:

This position requires working around college employees, students and the general public. Most work is performed inside buildings, but some movement between buildings is expected. It is essential to have the physical ability to stand and walk on a consistent basis; lift, push, pull up to 50 lbs.; climb ladders, bend, squat, reach; twist hands, wrists, shoulders, waist, and hips and perform repetitive movements. Must have good hand dexterity, including grasping, holding and related movements. Must have good vision, which includes depth perception and field of vision. Must be able to follow and receive direction and instructions and receive supervision. Must have good cognitive skills that include: short- and long-term memory, attention to detail, abstract reasoning and decision making. In addition, the person must have the physical ability to deal with environmental stresses, emergency situations, deadlines, working alone and a variety of other duties. Must be

able to work with the following conditions: wet floors, dust, fumes, odors, working outside, working inside, handling chemicals and cleaning agents.

Furthermore, the person must have the ability to wear safety equipment which includes: chemical protection goggles, safety glasses, face shields, dust masks, ear plugs, ear muffs, hard hats, back support belt/brace, waist support, elbow support, knee pads, gloves, protective clothing, rain gear and protective footwear.

BENEFITS:

The position is retirement eligible.

APPLICATION PROCEDURE:

- A cover letter which summarizes how your education, training and experience demonstrate your ability to perform the duties and responsibilities. The letter should also include a statement of how you meet the minimum and preferred education, training, skills & abilities/competencies of the position.
- A current resume which includes dates of employment.

Application materials must be sent to:

**Wenatchee Valley College
Facilities and Operations
C/O Mike Lantzy
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6465
Email: mlantzy@wvc.edu**

CONDITIONS OF EMPLOYMENT:

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.

A valid Washington state driver's license may be required.

Person hired may be required to wear the company radio while on duty and to ensure that the radio is charged and operational.

Wenatchee Valley College is an equal opportunity employer