

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Custodian I

Job# 07-151

Closing Date: 03/16/07

The Foothill-De Anza Community College District is currently accepting applications for **Custodian I, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under supervision, maintain classrooms, buildings, or office space in a clean and orderly manner. Sweep, mop, strip, wax, and buff floors. Bonnet carpets, and wash, maintain, and clean windows. Vacuum rugs and shampoo carpets. Refill paper dispensers and sanitary holders. Clean and maintain tile and polish chrome in restrooms and showers. Dust, wash, wax, and polish furniture and woodwork. Clean and disinfect restrooms, drinking fountains, and waste containers. Turn out lights and lock doors. Empty wastebaskets and collect recyclable material. Move and rearrange chairs, tables, desks, and other furniture and equipment. Clean chalk/white boards and wash windows. Assist in the preparation of special events. Report all sanitary and safety hazards to the proper authorities. Direct visitors and safeguard district property.

Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.
3. One year of experience in custodial or janitorial work.

PREFERRED QUALIFICATIONS:

1. Knowledge and understanding of the methods used in cleaning and preserving floors, walls, and fixtures.
2. Knowledge of cleaning materials, disinfectants, and equipment used in custodial work.
3. Ability to use cleaning materials and equipment with skill and efficiency.
4. Ability to lift 50 lbs.
5. Ability to perform heavy physical labor.
6. Ability to understand and carry out oral and written directions.
7. Ability to establish and maintain cooperative relationships with those contacted in the course of work.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,018.77 per month plus Grave Shift differential, and benefits; level L-35

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Grave Shift Hours: Monday- Thursday 9:30 p.m.-5:30 a.m.
Friday 4:00 p.m.-12:00 a.m.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

-OVER-

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>