

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

Application Deadline: April 6, 2018 @ 5:00 p.m.

DAY CUSTODIAN

40 hours/week, 12 months/year

BASIC FUNCTION:

Under direction of the Custodial Supervisor, maintains assigned classrooms, offices, and other college facilities in a clean and orderly manner; performs a variety of diverse duties in cleaning and maintaining facilities.

REPRESENTATIVE DUTIES:

Maintains assigned classrooms, offices, and other college facilities in a clean and orderly manner.

Sweeps, scrubs, mops, waxes, and buffs floors; vacuums and shampoos rugs and carpets; removes stains; dusts, washes, waxes and polishes furniture and woodwork.

Cleans and disinfects restrooms, drinking fountains and waste containers; washes windows; cleans blackboards, trays, and erasers; refills paper and other dispensers; empties waste containers.

Participates in intensive cleaning functions such as washing walls; cleaning air conditioning vents; removing finish from and scrubbing surface floors, applying sealer, finish and wax.

Operates vacuum cleaners, buffers, and scrubbers and other custodial equipment.

Assists in maintaining gym floors; sets up or assists in setting up for college events or community events held on-campus; moves and arranges chairs, tables, desks, and other furniture and equipment as directed.

Picks up paper and other refuse from grounds; assists with maintenance and grounds work as assigned.

Performs minor maintenance such as replacing light bulbs, and unclogging drinking fountains and toilets; reports cleaning and repair needs and safety hazards to proper individuals.

Performs minor repairs and adjustments to equipment as needed.

May respond to emergency maintenance, facility, and grounds calls as contacted during non-work hours.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of: Basic cleaning methods, equipment, tools, materials, supplies and safety procedures used in custodial work.

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Ability to: Perform a variety of diverse duties in cleaning and maintaining facilities according to department standards. Learn and apply department standards for maintaining college buildings in a clean, safe, and orderly condition. Use and store cleaning materials, supplies, tools, and equipment safely and effectively. Observe and report cleaning and repair needs and safety hazards. Perform minor maintenance and repair on equipment. Establish and maintain cooperative and effective working relationships with others. Understand and follow verbal and written directions. Move and arrange furniture and equipment as directed. Drive college vehicles; observe legal and defensive driving practices. Work flexible hours, including evenings and weekends.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Indoor and outdoor environment; subject to adverse weather conditions; may work evenings and weekends; drives college vehicles; exposure to dust and cleaning chemicals and solutions.

Physical demands include reaching, bending, walking, standing for long periods, pushing and light to moderate lifting. Some may be required to do heavy lifting (up to 75 pounds).

SALARY AND BENEFITS:

The monthly salary range is \$2,780-\$3,475 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 18 paid holidays annually.

APPLICATION PROCEDURE: By **February 28th, 2018 at 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources at, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter
- Resume
- Two recent letters of recommendation

***Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***

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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.