



## EMPLOYMENT OPPORTUNITY

### CUSTODIAL AIDE

**Salary:** \$13.01 Hourly  
**Job Type:** Part-Time (18-24 Hours weekly)  
Weekends and Evenings Required  
**Department:** Facilities Department  
**Benefits:** No Benefits

#### The Position

Under direct supervision, opens and closes facilities; trains in a full range of custodial duties related to the care and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for classes, activities, and functions; and performs related work as required.

#### Job Functions

- Learns a wide variety of custodial duties in the care, and upkeep of Town buildings and facilities.
- Learns to clean and sanitize office, meeting, and conference rooms, kitchen and break areas, and restroom facilities and fixtures, including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Learns to sweep, vacuum, mop, wax, strip, and polish floors, and shampoo carpets.
- Learns to dust and polish furniture, woodwork, fixtures, and equipment.
- Learns to wash windows, mirrors, and walls; Learns to clean furniture and counter tops.
- Learns to empty, clean, and sanitizes waste receptacles.
- Learns to set up rooms and equipment for classes, conferences, meetings, special events, and other functions; moves and arranges furniture; sets up audio-visual equipment.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public if working in a public facility.
- Reports unauthorized persons and other security problems.
- Learns to replace lights.
- Learns and observes safe working practices, including maintaining storage areas in a safe condition and handling cleaning agents and detergents.
- Learns to follow label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Learns to maintain records of cleaning activities; maintains inventory of equipment and supplies.
- Learns to assist groups using facilities as requested; may explain or enforce facility rules.

#### Qualifications

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and 6 months continuous of related work experience which demonstrates the ability to follow oral and written job-related instruction. The successful candidate must have a willingness to perform heavy manual labor.

#### Selection Process

A completed Town employment application is required by the close of recruitment, on **July 18, 2018, at 5:30 p.m.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to [humanresources@applevalley.org](mailto:humanresources@applevalley.org). The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.