



## EMPLOYMENT OPPORTUNITY

**CUSTODIAN**  
(Internal Recruitment Only)

**Salary:** \$15.08 Hourly  
**Job Type:** Full-Time  
**Department:** Facilities Department  
**Benefits:** Benefits

**The Position**

Under general supervision, performs the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for classes, activities, and functions; interacts with and provides basic information and assistance to the public; and performs related work as required.

**Job Functions**

- Performs a wide variety of custodial duties in the care, upkeep, and routine maintenance of Town buildings and facilities.
- Cleans and sanitizes office, meeting, and conference rooms, kitchen and break areas, and restroom facilities and fixtures, including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors, vacuums, and shampoos carpets.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows, mirrors, and walls.
- Cleans furniture and counter tops.
- Empties, cleans, and sanitizes waste receptacles.
- Sets 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.
- Replaces lights.
- Makes minor repairs to facilities and equipment.
- Observes safe working practices, including maintaining storage areas in a safe condition and handling cleaning agents and detergents.
- Follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
- Assists groups using facilities as requested; may explain or enforce facility rules.
- Performs other duties as assigned.

**Qualifications**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience in janitorial or custodial work. **Required:** Valid California class C driver's license with satisfactory driving record and automobile insurance.

**Selection Process**

A completed Town employment application is required by the close of recruitment, on **Tuesday, February 12, 2019, at 5:30 p.m.** 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 completed online, or

mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. 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.