



## EMPLOYMENT OPPORTUNITY

### Custodial Aide

Salary: \$ 14.01 Hourly  
 Job Type: Part-Time  
 Department: Facilities  
 Benefits: No Benefits

#### The Position

Under direct supervision, 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.
- Learns to perform other duties as assigned.

#### Qualifications

Equivalent to the completion of the twelfth (12th) grade and six (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. Must be available to work evenings, weekends, & holidays.

#### License:

- 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 **Friday, September 24<sup>th</sup>, 2021, at 4:30 pm or once 20 qualified applications are received, whichever comes first.** An 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.