



EMPLOYMENT OPPORTUNITY

Custodial Aide

Salary: \$15.50 - \$21.84 Hourly

Job Type: Part-Time

Department: Facilities

Benefits: No Benefits

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 sanitize 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

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment on **Tuesday, August 29th, 2023, at 5:30 pm.** An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

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