

# TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

---

## RECRUITMENT ANNOUNCEMENT CUSTODIAN

**PAY** - \$13.14 per hour  
**JOB TYPE** – Part-time (see below)  
**DEADLINE** – Open Until Filled

**LOCATION** - Ontario, Oregon  
**DEPARTMENT** – Physical Plant  
**REPORTS TO** – Physical Plant/  
Custodian Coordinators

---

Perform a variety of tasks required for the upkeep and care of college buildings, facilities, and other college property. Duties result in or contribute to the comfort, convenience, hygiene or safety of students, employees, and the general public.

### **QUALIFICATIONS**

**MANDATORY:** Basic ability to read, write, and speak English; able to read and understand instructions and able to read directions on how to run cleaning equipment and use cleaning chemicals properly. Supervision is not always available, must be able to clean independently and be self-motivated. Must work well with students, instructors, and office staff.

### **ESSENTIAL FUNCTIONS**

#### ***Daily - General for Assigned Building:***

- Sweep and dust all rooms and offices.
- Clean/wipe dirt from walls.
- Clean entrance windows.
- Sweep, dust, and mop stairways.
- Check and lock all doors when the shift is over.
- Turn out lights.

#### ***Daily - Restrooms:***

- Sweep and mop floors.
- Fill toilet paper, towels, and soap dispensers, as needed.
- Empty wastepaper baskets and keep baskets clean.
- Clean sinks, mirrors, and toilet bowls.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is required to do extensive walking and standing (on feet a majority of the time). The position requires mobility. Frequent lifting or moving of heavy objects, machines, or equipment up to and over 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating various types of equipment.

## **TERMS OF EMPLOYMENT**

This is a part-time (20-29 hours per week), Classified, hourly (non-exempt) position.

## **BENEFITS**

Benefits include Oregon retirement plan (when eligible), pro-rated holiday pay, vacation earned at a rate of 3.34 hours per month and sick leave earned at a rate of 4 hours per month.

## **APPLICATION PROCEDURE**

**A complete application file consists of the following:**

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- A TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc/hr/jobs.cfm](http://www.tvcc.cc/hr/jobs.cfm)
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

**APPLICATION SUBMISSION:** All application materials should be submitted or mailed to: [HR@tvcc.cc](mailto:HR@tvcc.cc) or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

**NOTE:** If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

---

### **TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.