



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

RECRUITMENT ANNOUNCEMENT

Custodian

PAY - \$13.53 (per hour)

JOB TYPE - Part-time (19 hrs per week)

LOCATION - Ontario, Oregon

DEPARTMENT - Physical Plant

This position will perform varied tasks required for the upkeep and care of college buildings, facilities, grounds and/or other college property.

QUALIFICATIONS

MANDATORY: Basic ability to read, write, and speak English; able to understand simple specifications or to be able to read simple measuring devices. Supervision not available at all times.

ESSENTIAL FUNCTIONS

Daily - General for Assigned Building:

Sweep and dust all rooms, offices, and hallways.

Clean blackboards and chalk trays. Empty pencil sharpeners.

Clean sinks and drinking fountains.

Clean marks and stains from floors. Clean dirt from walls; dust walls.

Keep paper towel dispensers filled.

Empty wastepaper and clean baskets. Empty and clean ash trays.

Sweep, dust, and mop stairways.

Clean windows as often as needed in entrance ways.

Pick up trash and sweep entrance ways.

Keep custodians' rooms and all equipment neat and clean. Keep dust mops clean; hang wet mops with heads up.

Check and lock all doors at specified times.

Turn out lights (except night lights).

May be responsible for routine care and maintenance of moderately expensive tools.

Daily - Restrooms:

Sweep and dust.

Keep paper dispensers filled. Check supplies of toilet paper, towels, and soap.

Empty wastepaper baskets and keep baskets clean.

Clean toilet bowls, seat, and metal fittings. Clean mirrors. Clean sinks inside and outside; clean metal fixtures.

Mop floors.

Activities:

Set up and take down furniture and equipment as needed for activities.

Clean up trash, etc.

Restore room to pre-use condition.

Quarterly:

Cooperate with other custodians in regular intensive work on floors, including stripping, waxing, restoration, and buffing floors.

Clean all windows as needed.

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 parcels, machines, or equipment up to 40 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 (up to 19 hrs per week), Classified, hourly position.

BENEFITS

There are no benefits associated with this position other than those required by State law.

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 OR you can request one from the Human Resources office
- 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 or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914. You are also welcome to drop off your materials in the Human Resources office (Performing Arts building, room 108).

NOTE: If you are unable to supply any requested application information, 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.