



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

CUSTODIAN – COPLEY ADMINISTRATION BUILDING

DATE POSTED: June 10, 2015, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position No. / Range:	9971/ 42.50	Union Status:	Non- Union
Starting Pay Range:	\$13.79 per hour - \$15.22 per hour	Status/ Hours:	Full-time/ Non- Exempt
Hours of Work:	11:00am- 8:00 pm	No. of Weeks:	52
Location:	Administrative Offices 5660 Copley Dr., San Diego, CA 92111	Dept. /Program:	Facilities

Basic Job Assignment:

Under general supervision, performs custodial and cleaning duties at the NHA administrative offices at 5660 Copley Drive to ensure that the facilities at the NHA Headquarters presents a clean, professional and welcoming environment.

Employment Requirements:

The ideal candidate will have extensive knowledge and experience in: Proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment; How to perform minor maintenance using hand and power tools, and various equipment related to custodial work; Safety practices related to usage of equipment; Proper mixing and dilution of cleansers, disinfectants and stripping agents; Safe work methods and safety regulations pertaining to the tasks performed. The ideal candidate will also have the ability to: Communicate with staff, co-workers and vendors in a professional and courteous manner; Understand and follow written and oral instructions in English; Complete assignments independently without immediate supervision; Establish and maintain effective working relationships with those encountered in the course of the work. In addition, the candidate should possess a professional presence, be approachable and committed to creating an open and customer focused environment, and has demonstrated experience working with culturally and ethnically diverse populations.

Qualifications:

- Graduation from high school or G.E.D. equivalent; **AND**
- A minimum of one year custodial experience; **AND**
- Must possess a valid California Driver's License and have the ability to be insured on the NHA insurance plan;
- Licensed driver for a minimum of three (3) years. A current DMV H-6 printout must be submitted with application.
- Certification in pediatric first aid and CPR must be met within 90 days of employment;
- Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

Examples of Essential Functions:

- Consistently follows the cleaning schedule where daily, weekly, bi-weekly, monthly and "as needed" tasks are delineated in a way to effectively address cleanliness of the building;
- Sweeps, mops, scrubs and polishes floors;
- Sweeps and vacuums rugs;
- Spot-cleans carpets;



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Examples of Essential Functions (continued):

- Strips, seals and buffs floors;
- Dusts and polishes furniture and wood work;
- Empties, cleans and lines waste receptacles and disposes of trash;
- Cleans microwave ovens, stoves, coffee pots, refrigerators, kitchen appliances, lighting fixtures, and reports bad light bulbs and fluorescent tubes to the appropriate Facilities staff or by submitting a service request to the Facilities Department;
- Follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use;
- Washes doors, windows, walls, ceilings and furniture cleans restrooms and restocks restroom supplies as necessary;
- Conducts weekly checks of executive vehicle, basic testing of engine, washing vehicle when necessary, and obtaining fuel;
- Meets and guides outside vendors performing inspections and maintenance work (e.g. fire and sprinkler inspections, HVAC maintenance, backflow test, etc.) in the building;
- On occasion, performs basic maintenance tasks such as changing bulbs, hanging frames, and assisting with moving furniture;
- Reports the need for maintenance and repair to the appropriate Facilities staff or by submitting a service request to the Facilities Department;
- Secures the building by closing windows, turning off lights, and locking doors;
- Maintains equipment and materials in proper condition;
- Uses a wide variety of tools, equipment and supplies;
- Observes safe working practices, including maintaining storage areas in a safe condition;
- Corrects and/or reports any safety or fire hazards.

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> NHA Website (www.neighborhoodhouse.org) | <input type="checkbox"/> Indeed.com |
| <input type="checkbox"/> Jobing.com | <input type="checkbox"/> Edjoin.org |



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- Jobs @ Head Start
- NPworks.org
- Caljobs.ca.gov

Community College or University Website:

Employee Referral: _____

Other: _____

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.