Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

An Equal Opportunity Employer

2/23/10

REFUSE DISPOSAL CUSTODIAN

This position is open to full-time classified employees of Cerritos College only.
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

**DEFINITION**
Under general supervision to perform routine refuse collection; operates compaction systems; and perform related custodial and maintenance duties as assigned.

**EXAMPLES OF DUTIES**
- Collects trash (bagged, bins, cans) for entire campus.
- Replaces can liners, and trash cans and bins as needed.
- Cleans trash cans and bins as needed.
- Performs minor preventative maintenance on trash compactor (i.e., lube fittings, tighten bolts, hoses down area, lubricates and replaces bin wheels, etc.).
- Submits work orders for major repairs on trash bins.
- Operates forklifts and electric and/or gasoline powered carts.
- Assists with custodial and maintenance duties in various areas of the campus as needed.
- Empties cardboard into compactor and operates cardboard compactor.
- Performs other custodial and maintenance duties as assigned.

**EMPLOYMENT STANDARDS**

**Education and Experience** - High school graduate or the equivalent and one year of recent experience in public institutional custodial and/or maintenance work.

**Knowledge and Abilities** - Knowledge of:
- methods, tools, materials and practices used in refuse handling and custodial services. **Ability to:**
- operate motorized equipment, use hand tools, lift objects overhead, follow oral and written instructions, read and understand written directions, and work cooperatively with others.

**Additional Qualifications** - Possess and maintain a valid California driver’s license.

**SALARY/FRINGE BENEFITS**
- Grade 24 on District Salary Schedule ($2,886.00 - $3,456.00/month).
- Health and welfare benefits include District-paid medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees’ Retirement System and Social Security.

**CONDITIONS OF EMPLOYMENT**
- Hours: 40 hours per week to be established by the division.
- This is a full-time 12 month classified position.
- Initial placement of employees on District Classified Salary Schedule is at Step 1. After six months of successful job performance employee is placed on Step 2.
- Probationary employment period is six months.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.

**APPLICATION PROCEDURE**
For an application to be considered a completed District Application Form must be received at the following address:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

**APPLICATION DEADLINE**
For an application to be considered a completed District Application Form must be received not later that 4:30 PM on MARCH 10, 2010.

**SELECTION PROCEDURE**
Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)