SELECTION PROCEDURE

Following the closing date, applications will be reviewed to ensure accuracy, completeness, 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. Written & practical tests may be given. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

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).

For application/additional information:

Telephone:  (562) 860-2451 x2284
Web Site: http://www.cerritos.edu
Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)

HR SUMMER Hours:
May 26-August 8, 2014
8:00 AM - 5:00 PM
(Monday through Thursday, closed on Fridays

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Equal Opportunity Employer

07/17/14
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 the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

PROFILE

The Custodian position works in the Physical Plant division under the supervision of the Operations Manager. The Physical Plant division provides maintenance, repair and construction services to Cerritos College district buildings, serving the faculty, students and staff.

Successful candidates will perform the duties in the job description. Each custodian will work in an assigned area and will be responsible for the maintenance of that area. A custodian may be required to assist in maintenance of additional areas, or to assist with set-ups or strikes for events, or to assist with moving furniture and/or equipment according to the needs of the District. Custodial duties include but are not limited to:

- Locking and unlocking doors, gates, windows and storerooms.
- Assisting in providing security for buildings, contacts proper authority for assistance as needed.
- Identifying and reporting vandalism, theft, fire damage, hazardous conditions, and flooded areas.
- Performing other related duties as assigned.

The District assigns custodians on two shifts: 3:00 am - 11:30 a.m. and 2:00 pm – 10:30 p.m. Custodians may be assigned to either shift to meet District needs. The District will accept applications until the due date or until 150 applications are received, whichever comes first. The District currently has two vacancies. The District will use this recruitment to establish a list of candidates who may be hired during the next calendar year to fill further vacancies.

EXAMPLES OF DUTIES

A job description with duties and responsibilities for this classified position can be found on the Human Resources Classified Job Descriptions List web page. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS

Education and Experience - The position requires a High School diploma or equivalent and one year custodial experience.

Knowledge and Abilities - Knowledge of: methods, materials, tools and equipment used in custodial care and routine facilities maintenance, work hazards and safe work techniques, including lifting procedures, use and application and proper safety precautions with chemicals and cleaning agents, and basic knowledge of common building repairs. Ability to: observe all safety precautions and procedures, operate custodial tools and equipment such as, but not limited to, vacuums, floor care equipment, and restroom cleaning equipment. Requires the ability to learn and be certified to use a forklift. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions and read MSDS sheets.

Salary/Fringe Benefits

- Grade 23 on District Salary Schedule ($2,931—$3,515 month) plus 2.5% swing shift or 5% graveyard shift differentials as applicable.
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees’ Retirement System and Social Security.

CONDITIONS OF EMPLOYMENT

- This recruitment will establish a list of eligible candidates which may be used to fill vacant custodial positions on graveyard shifts. This eligibility list may be effective for one year from the date established.
- These are full-time 12 month classified positions.
- 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.

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

The District will accept applications for consideration until:

August 13, 2014

Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.