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.

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

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).

Equal Opportunity Employer

07/14/14
EMPLOYMENT STANDARDS

Education and Experience - The position requires completion of high school or equivalent and three years of experience as a Custodian.

Knowledge and Abilities - The position requires in-depth knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. Requires a working knowledge of work hazards and safety practices. Requires knowledge of leadership practices. Requires sufficient English language writing skills to document work activity. Requires sufficient human relations skills to influence the productivity of a small team and work cooperatively with site personnel and the public.

Requires the ability to schedule, assign and perform quality reviews of the work of Custodians. Requires the ability to document MSDS sheets. Must be able to write and maintain routine records, reports and correspondence.

Preferred - Lead or supervisory experience.

CONDITIONS OF EMPLOYMENT

- The current assignment is for the swing shift or the graveyard shift, however, candidates need to be available to work any shift.
- 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.

APPLICATION PROCEDURE

For an application to be considered a completed District Classified 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 6, 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.