



HARTNELL
C O L L E G E

Employment Opportunity

HARTNELL COMMUNITY COLLEGE DISTRICT

Human Resources and Equal Employment Opportunity

411 Central Avenue • Salinas, CA 93901

(831) 755-6706 • FAX (831) 755-6937

www.hartnell.edu/hr • work@hartnell.edu

POSITION: CUSTODIAN

FILING DEADLINE: April 10, 2009

MONTHLY SALARY: Starting: \$2,346/mo (\$13.53/hr) (plus 5% shift differential)
Range: \$2,346 to \$2,856/mo (5 Steps)

The Hartnell Maintenance department is looking for an experienced custodian who is a team player, is able to work independently, and can positively and effectively interact with faculty, staff, students and the community on a daily basis.

REPRESENTATIVE DUTIES

- Keep assigned rooms, buildings and other areas clean and orderly.
- Sweep, scrub, mop, and wax and otherwise clean and preserve floors; vacuum, spot clean and shampoo rugs and carpets in classrooms, offices, workshops, laboratories, and other work areas.
- Dust, clean and polish furniture and woodwork.
- Empty and clean waste receptacles and pencil sharpeners.
- Clean and restock restrooms.
- Wash windows, chalkboards and walls.
- Polish metal work.
- Routinely take care of custodial equipment and materials.
- Move and arrange furniture and equipment.
- Sets up theater, cafeteria and classrooms for special events and meetings.
- Make minor non-technical repairs to building and fixtures; replaces lights; cleans/adjusts shades and blinds.
- Adjusts desks and other furniture; turns lights on and off; unlocks and locks doors and gates.
- Pick up paper and debris; pick up trash containers and empty into large bins
- Perform related work as required.

QUALIFICATIONS

- ◆ At least one year experience performing routine janitorial/custodial or cleaning work demanding heavy physical stamina.
- ◆ The ability to frequently lift, push and/or pull objects that may weigh approximately 50 pounds and occasionally up to 100 pounds.
- ◆ Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at large.
- ◆ Valid CA driver's license.

CONDITIONS OF EMPLOYMENT

Regular, full-time, 12 month per year classified position. District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the Public Employees' Retirement System (PERS), and the International Union of Operating Engineers Stationary Local No. 39 (L39). The District pays the classified employee's contribution to PERS. **Hours:** Monday to Thursday, 3:00pm-11:30pm, Friday 2:00pm-10:30pm. Must be able to work occasional weekends if needed.

APPLICATION PROCEDURE

The following items must be received by the filing deadline in order to be considered in the initial screening:

- 1) A Hartnell College classified application completed in full.

Submit application to the address or fax number above. Incomplete applications will not be considered. Postmarks will not be accepted.

CL25:job flyer dates:03/20/09-04/10/09

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the HR office if you need any special accommodations to complete the application process.

HARTNELL COLLEGE

HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

GENERAL APPLICANT INFORMATION

To receive consideration for this position, all application materials must be received in the Human Resources Office by 4:30 p.m. on the filing deadline. The Human Resources Office is not responsible for postal delays that may occur after requested application materials are mailed to applicants.

Resumes will not be accepted in lieu of the required application materials. All documents included in your application file become property of the District and will not be returned. Your file for this opening will not be considered for future openings.

Subsequent to the closing date, applications are forwarded to a screening committee for selection of candidates to be interviewed. Meeting minimum qualifications for a position does not assure any candidate an interview. Candidates selected for interviews will be required to appear for an oral interview before a selection committee. If necessary, finalists will be required to return for a second interview with a final selection panel, including the appropriate administrator.

The District reserves the right to reopen the position or to delay, indefinitely, filling a position if it is deemed that applicants for the position do not constitute an adequate pool.

CONDITIONS OF EMPLOYMENT

Conditions of employment include, but are not limited to the following:

- Proof of U.S. citizenship, alien registration, or authorization to work in the U.S. Successful applicants will be required complete an Employment Eligibility Verification Form (I-9) within three days of employment.
- All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts, employment verification, and any other pertinent documentation.
- Individuals selected are required to be fingerprinted.
- Individuals selected are required to submit to a T.B. examination.
- A classified employee, other than management, supervisory, or confidential, is required to become a member of a collective bargaining unit with member contribution payable to the respective unit.

EMPLOYEE BENEFITS

- ◆ **Salary:** Appointees normally start at the first step of the range on their salary schedule.
- ◆ **Vacation:** At least 12 paid vacation days are provided for regular, full-time classified employees according to the appropriate working conditions or union agreement. Vacation accrual is pro-rated for part-time classified employees.
- ◆ **Holidays:** There are 13 paid holidays each year, two of which are campus-wide floating holidays.
- ◆ **Insurance:** For regular, full-time employees, District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. District-assisted life, accident, and income protection insurance is provided for employee only. No health and welfare benefits are provided for part-time employees; however, employees working 20-30 hours per week may elect to purchase benefits.
- ◆ **Sick Leave:** Regular, full-time employees earn one day of sick leave for each month worked. Regular, part-time employees earn sick leave on a pro-rated basis.
- ◆ **Retirement:** Public Employees' Retirement System (PERS).
- ◆ **Pay Period:** Employees are paid monthly, on the last working day of the month.

