

# JOB ANNOUNCEMENT BULLETIN



## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

### SUBSTITUTE CUSTODIAN/MAINTENANCE TECHNICIAN I 4002-1013-OC

**SALARY:** **\$10.9509 Per Hour**

**EMPLOYMENT OPPORTUNITY:** ON-CALL POSITIONS ARE AVAILABLE IN THE HEAD START PROGRAM

**FILING DEADLINE:** **CONTINUOUS POSTING**

Applications are being accepted on a continuous basis. **Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, CA 92111 or at 841 South 41st Street, San Diego, CA 92113. You may also refer to the website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org)**

**DUTIES:**

Dusts and mops floors, vacuums/shampoos carpets; dusts and polishes furniture and wood work; wipes table tops, chairs, counters, refrigerator doors and classroom doors; empties and cleans waste receptacles; washes windows, mirrors and walls; cleans/sanitizes sinks and drinking fountains; dusts book shelves; fills soap and paper towel dispensers as needed; cleans rest rooms, washbowls and urinals; cleans and maintains playground equipment; inspects playground daily for glass and other hazardous objects; sterilizes sand with bleach as needed; sweeps asphalt; finishes floors once a month and cleans refrigerator; performs general maintenance and repair, such as painting a variety of surfaces using roller brushes and/or spray equipment; troubleshoots, repairs/or maintains switches and light bulbs and plumbing such as valves and faucet fixtures; prepares work orders and documents unsafe conditions. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** Graduation from high school, or G.E.D. equivalent and one-year custodial experience.

**Knowledge of:** methods, materials and equipment used in custodial and semi-skilled maintenance work; skills in preparing cleaning materials including choosing proper tools and cleaning agents;

**Ability to:** read and write simple messages, read signs, labels and simple instructions in English; assess unsafe situations; familiarity with cleaning products and equipment; ability to speak English and follow oral instructions with minimum supervision.

**Notes: These are on-call opportunities. Applicants must pass a basic English Comprehension test to receive further consideration.**

**PHYSICAL REQUIREMENTS:**

Must be able to lift and move objects frequently weighing 60 pounds and occasionally weighing up to 100 pounds; must be able to walk and stand on a continuous basis; intermittently bend, squat, climb, kneel and twist to perform activities.

**LICENSES & CERTIFICATION:**

Certification in Pediatric First Aid, CPR must be met within 90 days of employment.

A DMV (H6) printout must be attached to application. Those applications without DMV printout will not be considered.

Must meet and maintain State law and County licensing requirements regarding employment in a child care center (fingerprints, TB, and Physical) prior to hiring as substitute. .

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract

**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**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.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**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.

**Preference will be given to current and/or former Head Start Parents that qualify**