

# 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:** **\$10.95 per hour**

**EMPLOYMENT OPPORTUNITY:** On-call position are available with the Head Start Program

#### **APPLICATION SUBMITTAL INSTRUCTIONS:**

#### **CONTINUOUS POSTING**

Application must be fully completed (per instructions), signed, and dated when submitted. Also attach a DMV (H-6) printout with your application. Those applications without DMV printout will not be considered.

**NOTE: Applicants must pass a Basic English Comprehension Test to receive further consideration.**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

#### **JOB DUTIES & RESPONSIBILITIES:**

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.

**Licenses & Certifications:** Valid California Driver's License; Certification in Pediatric First Aid and CPR must be met within 90 days of employment; Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

## **PHYSICAL & MENTAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit or stand or walk on a continuous basis and / or for long periods; talk or hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment, objects, tools or controls and reach with hands and arms, taste or smell. Must be able to lift and move objects frequently weighing 60 pounds and occasionally weighing up to 100 pounds. Intermittently bend, squat, climb, kneel and twist to perform activities. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents.

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

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**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. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

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**FILING 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 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL:**

An official transcript from an accredited college/university and/or Credential must accompany the employment 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:**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

**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.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.