



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

LEAD CUSTODIAN/MAINTENANCE TECHNICIAN

DATE POSTED: November 23, 2016

APPLICATION DEADLINE: December 5, 2016

Position no. / Range: 9967/ 39.51

Union Status: Non- Union

Starting Pay/ Range: \$12.48- \$13.77 p. hr.

Status/ Hours: FT/Non- Exempt

Hours of Work: 8:00AM-5:00PM

No. of Weeks: 50

Location: 2820 Camino Del Rio South, SD, CA 92108

Dept. / Program: HS- Area 1 Admin. Office

Basic Job Assignment:

Under general supervision of the Area Director oversees the day-to-day duties of all custodians while performing custodial and cleaning duties at the NHA administrative office and Conference Center; prepares Conference Center rooms and facilities for meetings; assists in assigning custodian work schedules and in coordinating special cleaning jobs with administrative office; and performs related duties as assigned. The Lead Custodian/ Maintenance Technician may supervise up to six custodians.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Materials, methods, procedures, supplies and equipment utilized in custodial and semi-skilled maintenance work; skills in preparing cleaning materials including choosing proper tools and cleaning agents; basic safety procedures; Principles and practices of management and supervision, and NHA Human Resources policies and procedures and general California employment laws. The ideal candidate will also have the ability to read and write simple correspondence, read signs, labels and simple instructions, and give directions in English; assess unsafe situations; speak English and follow oral instructions with minimum supervision; read and comprehend short correspondence, and memos; effectively present information in one-on-one and small group situations to other employees of the organization; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics; apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations; and communicate effectively with staff, managers, site supervisors, and individuals of varying levels outside of the department and organization. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- High school diploma or GED required; ***PLUS***
- A minimum of three years related custodial/ maintenance experience and/or training with at least one year in a Lead and/or supervisory custodian/ maintenance role.
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical) as well as provide proof of immunity to measles and pertussis, and must obtain an influenza vaccination, or provide a medical exemption upon hire.



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- Applicants must pass a Basic English Comprehension test for further consideration;
- A valid California driver's license required;
- 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;
- The ability to regularly use hands, fingers, handle, feel or operate objects, tools, or controls and reach with hands and arms; stand and talk or hear; to walk, sit, climb or balance, stoop, kneel and twist, crouch or crawl required;
- The ability to lift and/or move up to 50 pounds required;

Example of Major Functions:

- Oversees the day-to-day duties of assigned custodians;
- Assigns and directs work assignments;
- Addresses complaints and recommends solutions;
- Documents and reports any disciplinary concerns to the Area Director and according to NHA processes/procedures;
- 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 restrooms, 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;



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days; and 3 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

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. 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. 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.

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



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SUPPLEMENTAL QUESTIONNAIRE

LEAD CUSTODIAN/MAINTENANCE TECHNICIAN

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Both the application form and the supplemental questionnaire must be typed or legibly completed.

1. What qualities do you feel a Lead Custodian/Maintenance Technician should have?

2. Tell us why you are interested in this position and the strengths you would bring to this position.

3. How would insure safe working environment for yourself and other co-workers?

4. Describe a time (from current or previous work experience) when you were faced with a stressful situation that tested your coping skills, and what you did to remedy the situation. *(Include employers & dates of employment).*

5. Describe your computer application skills. List, by name, the software applications with which you have experience. Indicate your level of proficiency by software application listed as follows:

- | | | |
|--|--|--|
| a. Highly proficient and use frequently; | b. Competent; have basic /general knowledge; | c. Somewhat knowledgeable / do not use very frequently |
|--|--|--|

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

Applicant Signature

Date



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