



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

NUTRITION SERVICES CUSTODIAN/MAINTENANCE TECH I

DATE POSTED:

July 3, 2018

APPLICATION DEADLINE:

Open Until Filled

Position no. / Range: 4124/ 43.00

Starting Pay/ Range: \$15.21 - \$16.79 p. hr.

Hours of Work: Monday- Friday 11:00a- 3:00p

Location: 7818 Wilkerson Ct., SD, CA 92111

Union Status: Non- Union

Status/ Hours: PT / Non- Exempt

No. of Positions: 1

Dept. / Program: Nutrition Services

Basic Job Assignment:

Under general supervision, performs custodial, cleaning, and maintenance duties at NHA's Nutrition Services facility and ensures a clean, food-safe, professional, and welcoming environment.

Employment Requirements:

The ideal candidate will have extensive knowledge and experience in: Proper cleaning methods of commercial kitchens, conference rooms, break rooms, offices, and lobby areas. The candidate will have knowledge in the safe usage of cleaning materials, disinfectants, janitorial tools and equipment; how to perform minor maintenance using hand and power tools, and various equipment related to custodial work; safety practices related to usage of equipment; proper mixing and dilution of cleansers, disinfectants and stripping agents; safe work methods and safety regulations pertaining to the tasks performed. The ideal candidate will also have the ability to: Communicate with staff and co-workers in a professional and courteous manner; understand and follow written and oral instructions in English; complete assignments independently without immediate supervision; establish and maintain effective working relationships with those encountered in the course of the work. In addition, the candidate should possess a professional presence, be approachable and committed to creating an open and customer focused environment, and has demonstrated experience working with culturally and ethnically diverse populations.

Qualifications:

- Graduation from high school or G.E.D. equivalent required;
- A minimum of six months' custodial experience within a commercial kitchen facility;
- Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds;

Example of Major Functions:

- Deep clean cook line equipment, including hoods
- Consistently follows the cleaning schedule where daily, weekly, bi-weekly, monthly and "as needed" tasks are delineated in a way to effectively address cleanliness of the building;
- Sweeps, mops, scrubs and polishes kitchen and office-area floors;
- Sweeps and vacuums rugs;
- Spot-cleans furniture;
- Strips, seals and buffs floors if appropriate;



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

- Dusts and polishes furniture and wood work;
- Empties, cleans and lines waste receptacles and disposes of trash in kitchen and administrative office area;
- Cleans microwave ovens, stoves, coffee pots, refrigerators, kitchen appliances, lighting fixtures, and reports bad light bulbs and fluorescent tubes to supervisor;
- Follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use;
- Washes doors, windows, walls, vents, ceilings and furniture;
- Cleans restrooms and restocks restroom supplies as necessary;
- Performs basic maintenance tasks such as changing light bulbs, hanging frames, touching up wall or ceiling paint, and assisting with moving furniture;
- Reports the need for major maintenance and repair to the supervisor;
- Secures the building by closing windows, locking doors and gates, turning off lights, and arming building,
- Maintains equipment and materials in proper condition;
- Uses a wide variety of tools, equipment and supplies;
- Maintain orderliness of pantry and supply rooms;
- Inventory cleaning equipment and supplies and update supervisor;
- Schedule facility and equipment repairs with internal and external professionals upon consent from supervisor
- Perform landscaping duties, such as watering plants, removing weeds or unwanted plants, and maintaining clean walkways and parking lots on property etc.;
- Observes safe working practices, including maintaining storage areas in a safe condition;
- Corrects and/or reports any safety or fire hazards;
- Prepares documents and emails using a computer and performs administrative tasks such as filing/sorting paperwork;
- Other assigned duties;



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

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. 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.*

ABOUT NHA

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

- | | | |
|--------------------------|-------------------------|--------------------------------|
| • Sick leave; | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays; | • Medical; | • Supplemental Life & |
| • Two (2) personal days; | • Dental; | Voluntary Products; |
| • Four (4) days annual | • Flexible Spending | • Social Security; |
| bereavement leave; | Account (FSA); | |

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

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