



THE CITY OF
P I N O L E

INVITES APPLICATION FOR THE POSITION OF

**SENIOR CENTER RENTAL FACILITY
CUSTODIAN / ATTENDANT**
(Part-time, non-benefited employment)

HOURLY RATE: \$12.3340 - \$13.5982

(Placement within range depending on qualifications and experience)

FINAL FILING DATE: Until Filled

EMPLOYMENT STANDARDS

POSITION: Performs standard custodial, cleaning and minor maintenance duties in City Senior Center, facilities and adjacent grounds; interacts with and provides basic information and assistance to the public; performs related work as assigned.

QUALIFICATIONS: Equivalent to graduation from high school and six months of experience in janitorial or custodial work.

Knowledge of:

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Safety practices and equipment related to the work.
- Basic facility maintenance techniques and materials.
- Basic shop mathematics.
- Basic techniques for dealing with the public.

Skill in:

- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include but are not limited to:

- Sweeps, mops, scrubs and polishes floors; sweeps, vacuums and spot cleans carpeted areas.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, window blinds and furniture; polishes metalwork.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary; may do basic plumbing such as replacing washers or clearing drains.
- Cleans lighting fixtures; may replace bulbs or tubes and reports the need for additional repair.
- Strips, seals and buffs floors.
- Closes windows, turns off lights and locks doors to secure buildings.
- Maintains equipment, materials and supplies in proper condition.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Interfaces with the public in a non-disruptive manner; answers questions and provides standard information to the public if working in a public facility.
- Reports unauthorized persons and other security problems.
- Keeps basic records of work performed, timesheets, etc.
- Sets up rental facilities and arranges furniture.

SPECIAL REQUIREMENTS

Must be willing to work extended shifts, weekend shifts or be called back in emergency circumstances and to work with exposure to potentially hazardous chemicals such as cleaning solvents. Mobility to perform custodial and related basic maintenance work, including operating hand and power equipment; stamina to stand and walk for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment and to set up furniture and equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

SELECTION PROCESS

Completed original City application form is required. Resumes are encouraged but are not required. Oral interview process. Pre-employment background check.

APPLY TO: City of Pinole
Human Resources Department
2131 Pear Street
Pinole, CA 94564

Applications and job flyers are available at the above address and on-line at www.ci.pinole.ca.us/personnel.

****SMOKING IS PROHIBITED DURING ON-DUTY STATUS****

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

The City of Pinole is an equal opportunity employer.