



Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
www.gvrd.org

*"Building community and enhancing quality
of life through people, parks, and programs."*

The Greater Vallejo Recreation District invites applications for the position of:

**Custodian – Part-time
Salary: \$11.50 hr.**

Job Opening: May 25th, 2017

Deadline for Applying: Open until filled

Submit Employment Application to GVRD at 395 Amador St., Vallejo CA 94590

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2016-2017 fiscal year budget of \$6.6 million for general fund operations and Measure K funding amounting to \$2.71 million. Children, teen and adults are served by a wide array of programs, facilities and services that are provided by the District and location throughout the City of Vallejo.

KEY RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of cleaning activities in District buildings and facilities; to set up rooms for meetings and special events; to provide supplies and equipment for the performance of duties; maintain grounds outside of assigned building; and to perform a variety of related technical tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Center Coordinator or other higher level staff and general supervision from the Park Operations Superintendent.

ESSENTIAL FUNCTION STATEMENTS-*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Maintain cleanliness of assigned building; empty and clean trash receptacles; dust and clean office furniture; clean interior and exterior windows and glass doors; disinfect and clean bathroom areas; sweep and scrub floors; strip, seal, wax and buff tile floors.
2. Replenish supplies and materials in restrooms and supply room.
3. Vacuum traffic areas; spot and shampoo carpets.
4. Clean kitchen areas including stoves, vents, sinks, floors and counters.
5. Ensure areas being cleaned are safe; set out warning signs for wet or slipper areas.
6. Perform security checks of buildings and facilities; observe and report unauthorized persons in building.
7. Perform all functions required to prepare center for user group (s), ensure room(s) are clean and free of safety hazards, set-up tables and chairs as directed.
8. Perform minor maintenance functions including touch-up painting, minor carpentry, minor plumbing, change light bulbs, and other repair activity.
9. Perform outside yard work around assigned building.
10. Maintain walkways and entrances around buildings.

Marginal Functions:

1. Clean District vehicles as assigned.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in janitorial maintenance.
The use of toxic chemicals.
Safe work practices.

Ability to:

Operate power and non-powered janitorial equipment.
Work independently in the absence of supervision.
Interpret written instructions and warning labels on cleaning chemicals.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communications with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible custodial experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and toxic materials.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or heavy lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.

GVRD is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status in employment or in the provision of services.