



## EMPLOYMENT OPPORTUNITY

# CUSTODIAN

### SALARY AND BENEFITS

\$13.43-\$16.07 per hour, plus benefits

### FILING DEADLINE

5:00 p.m., March 2, 2020

### DUTIES AND RESPONSIBILITIES

To perform a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings and related County facilities.

- Sweep, scrub, wax floors; vacuum and clean carpets; clean restrooms; empty and clean waste receptacles.
- Wash windows, walls, and blinds.
- Perform minor maintenance or repairs on appliances or equipment such as replacing light bulbs.
- Unlock and lock entrances to buildings; check buildings for security.
- Inspect buildings for safety, fire and sanitary hazards.
- Operate a variety of electrical cleaning equipment; maintain custodial equipment and supplies.
- Seasonally may shovel snow and spread salt to clear entrances to County facilities.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

**Knowledge:** Methods of cleaning and preserving floors, walls and fixtures; cleaning materials and disinfectants, equipment and tools used in custodial work; safe work practices.

**Ability to:** Use tools required in custodial and minor maintenance work, including electrical cleaning equipment; understand and follow oral and written instructions; perform heavy manual work; clean and care for assigned areas and equipment; establish and maintain effective working relationships with those contacted in the course of work.

**Experience:** One-year job experience recommended preferably in custodial duties.

**Education:** Equivalent to the completion of the twelfth grade.

**License:** Valid California driver's license.

## **SELECTION PROCESS:**

A screening committee will review application materials, and the best-qualified applicants will be invited to participate in interviews.

## **HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application is available from the Personnel Office at the address listed below or by visiting our web site at: <http://lassencounty.org>. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 S Roop Street  
Susanville, CA 96130

(530) 251-8320

Opened: February 14, 2020

## **GENERAL INFORMATION**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Office prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires a pre-employment physical for this position.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.