



CUSTODIAN
\$15.32 – \$19.15 PER HOUR
Apply Immediately
Recruitment may be closed at any time without notice

THE JOB - Omnitrans is seeking an individual to join our award winning Organization bringing with them excellent commercial custodial skills. The successful candidate will be under general direction to provide custodial services in maintaining Agency buildings and facilities. The duties may include, but not limited to, the following (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification).

- Sweeps and mops rooms, halls and stairways; vacuums rugs and carpets; cleans and washes mirrors, windows, and window blinds; dusts and polishes furniture and counter tops; cleans drinking fountains; lifts or moves furniture as needed; and cleans restrooms and fixtures; checks and maintains inventory of custodial supplies restocks supplies as needed.
- Operates power equipment normally used for custodial work and cleans equipment after each use.
- Cleans areas in the maintenance shop including but not limited to sinks, flat surfaces, vehicle hoists, walls and doors.
- Empties trash from offices, common areas, and outdoor receptacles; changes trash can liners; and cleans sidewalks.
- Checks are made daily for any emergency cleaning that may be necessary; remove and report any and all hazards as needed; and maintain necessary records.
- Arranges special meeting room set-ups as needed.
- Provides vacation and temporary relief as required.

THE REQUIREMENTS - The successful candidate will possess a minimum of one year experience in commercial custodial work; educational achievement equivalent to the completion of the eighth grade; ability to proficiently read and write. Candidates must have good working knowledge of methods and equipment used in custodial work; and safe working practices relating to all assigned job duties. Must possess proven ability to operate equipment used in custodial work; establish and maintain effective working relationships with others; communicate effectively both orally and in writing; read and understand policies, procedures and Agency regulations; read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; add and subtract two digit numbers and to multiply and divide with 10's and 100's; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, and to reach with hands and arms; regularly required to stoop, kneel, crouch or crawl; occasionally required to sit, talk or hear, climb or balance; must constantly lift/move up to 10 pounds, frequently lift/move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes peripheral vision.

SPECIAL REQUIREMENTS - The selected candidate must be able to work any specified shift which may include day, swing, or graveyard shifts, weekends, and holidays.

THE SELECTION PROCESS - Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. The most competitively qualified candidates will be invited to participate in the selection process. The selection process may include a combination of written, oral examinations, and performance/pre-assessment evaluations. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test, and a criminal background investigation. (A felony or misdemeanor conviction may disqualify the applicant from employment consideration). Failure to submit a **complete and accurate** application at the time of filing will result in your ineligibility for consideration for this recruitment. Further information and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA or visit our website at www.omnitrans.org

EOE / AA including Protected Veterans and Individuals with Disabilities.