

**HOUSEKEEPING AND APPAREL WORKER I, #00071, #00374**  
**(Working Title: Custodial Services Worker)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Housekeeping & Apparel Worker I, Pay Band 1. These positions will be assigned to Facilities Management and Planning on the Parham Road Campus, 1651 E. Parham Road.

<b>TYPE OF APPOINTMENT:</b>	Full-time classified position with state benefits.
<b>DUTIES:</b>	Members of the Custodial Services staff provide a clean and safe environment within Reynolds facilities for students, faculty, staff, and visitors. The duties of the Custodial Services Worker include: cleaning classrooms, offices and hallways; cleaning public areas and restrooms; cleaning floors and stairwells; and assisting with moving furniture, set-ups for special events and snow removal. Custodial staff members may be called upon to conduct work assignments at any of the college's locations; and are considered "essential personnel" serving on the college-wide emergency team.
<b>QUALIFICATIONS REQUIRED:</b>	Working knowledge of cleaning methods and use of cleaning supplies and equipment. Knowledge and skill in proper cleaning techniques. Knowledge of and ability to apply proper safety techniques to be used in day-to-day housekeeping operations. Ability to operate buffers, wet and dry vacuums and other housekeeping equipment. Ability to follow oral and written instructions. Ability to lift and move heavy objects, stand for extended periods of time, and to tolerate contact with a variety of cleaning products and solutions. High school graduate or equivalent. Selected candidate must be able to pass the college's pre-employment security screening.
<b>QUALIFICATIONS PREFERRED:</b>	Current hands-on work experience in custodial services and custodial services experience in a school or institution-type environment are preferred. Valid driver's license is also preferred.
<b>PAY BAND RANGE:</b>	\$16,472 - \$46,778
<b>STARTING SALARY:</b>	Approximate starting salary, \$16,472- \$22,600, based on related full-time experience and pre-employment salary.
<b>APPLICATION DEADLINE:</b>	Applications will be accepted through November 30, 2018.
<b>APPLICATION PROCESS:</b>	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <a href="https://virginiajobs.peopleadmin.com">https://virginiajobs.peopleadmin.com</a> .
<b>CONTACT INFORMATION:</b>	Emily Duncan, Recruitment Coordinator Email: <a href="mailto:employment@reynolds.edu">employment@reynolds.edu</a>