

HOUSEKEEPING & APPAREL WORKER I, #00179
(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.

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. This position will be assigned to Facilities Management and Planning on the Parham Road Campus, 1651 E. Parham Road Richmond, VA.

TYPE OF APPOINTMENT:	Full-time classified position with state benefits.
DUTIES:	Members of the Custodial Services staff provide a clean and safe environment in corridors, classrooms, and public areas. 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 may be called upon to conduct work assignments at any of the college's locations; and considered "essential personnel" serving on the college-wide emergency team.
QUALIFICATIONS REQUIRED:	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.
QUALIFICATIONS PREFERRED:	Current hands-on work experience in custodial services is preferred. Recent experience in stripping, waxing, buffing floors and shampooing carpets (dry and wet methods). Custodial services experience in a school or institution-type environment. Valid driver's license is also preferred.
PAY BAND RANGE:	\$16,472 - \$46,778
STARTING SALARY:	Approximate starting salary, \$16,472- \$22,500, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through March 16, 2018.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu