

HOUSEKEEPING & APPAREL WORKER I, #W1027
(Working Title: Custodial Services Worker)
****PART-TIME/HOURLY****

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 Custodial Services Worker, Pay Band 1. This position will be assigned to Facilities Management and Planning/Custodial Services, Goochland Campus, 1851 Dickinson Road, Goochland, VA 23063.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week or less, not to exceed 1,500 hours annually.
DUTIES:	Members of the Custodial Services staff provide a clean and safe environment in corridors, classrooms, and public areas. Duties will include cleaning classrooms, offices and hallways; cleaning public areas and restrooms; cleaning floors and stairwells; and assisting with moving furniture and set-ups for special events. This position will primarily be assigned to the Goochland Campus, however may be called upon to conduct work assignments at any of the college's locations.
QUALIFICATIONS REQUIRED:	Knowledge of cleaning methods and use of cleaning supplies and equipment. Knowledge and skill in proper cleaning techniques as well as stripping, waxing, buffing floors and shampooing carpets (dry and wet methods). 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 candidates must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Valid driver's license preferred. Current work experience in custodial services is preferred; and work experience in a school or institution type setting is also preferred.
STARTING SALARY:	Approximate maximum starting hourly rate, \$10.24 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through October 19, 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

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.