



HOUSEKEEPING & APPAREL WORKER I, #00072

(Working Title: Custodial Services Worker)

J. Sargeant Reynolds Community College is a comprehensive two-year college dedicated to providing quality educational opportunities to the residents of the Richmond metropolitan area and surrounding counties. The College has three (3) campuses located in urban, suburban and rural settings. Total enrollments exceed 17,000 credit and 22,000 non-credit students annually. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Housekeeping & Apparel Worker I, Pay Band 1. This position will be assigned to Facilities Management & Planning/Custodial Services, Downtown Campus, 700 E. Jackson Street.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Provide a clean and safe environment in corridors, classrooms, and public areas. Duties 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. Position offers opportunity for an alternate work schedule (i.e., Monday through Thursday, 10 hours per day); however this position requires the incumbent to work afternoon and evening hours, until 10:30 p.m.

**QUALIFICATIONS
REQUIRED:**

Some knowledge of cleaning methods and use of cleaning supplies and equipment. Some 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, burnishers, 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. Valid VA Driver's License; high school graduate or equivalent.

**QUALIFICATIONS
PREFERRED:**

Current work experience in custodial services. Work experience in a school or institution type setting.

PAY BAND RANGE: \$14,780 - \$30,335

**STARTING
SALARY:**

Approximate starting salary, \$14,780 - \$16,229, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted until the position is filled.

**APPLICATION
PROCESS:**

A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to 804-371-3853.

Women and Minorities are encouraged to apply.
"Reasonable Accommodations" are provided for applicants with disabilities.
AA/EOE/ADA