

J. Sargeant Reynolds
Community College



HOUSEKEEPING & APPAREL WORKER II, #00233
(Working Title: Custodial Services Worker Senior)

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 8,000 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 II, Pay Band 2. This position will be assigned to Facilities Management and Planning, Parham Road Campus, 1651 E. Parham Road.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

To serve as the on-site working supervisor for the Custodial Services Department on the Parham Road Campus directing the work activities of the custodial services staff. Duties include: training staff; performing supply and equipment inventory; moving furniture and performing special set-ups; and performing general housekeeping functions. This position is considered "essential personnel" and serves on college-wide emergency response team. This position may be assigned to any location college-wide.

**QUALIFICATIONS
REQUIRED:**

Working knowledge of cleaning methods; use of cleaning supplies and equipment; and proper safety techniques related to housekeeping operations. Considerable skill and proficiency in the use of buffers, burnishers, wet and dry vacuums and other housekeeping equipment. Demonstrated skill in 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. Demonstrated ability to function independently and to give and receive both written and oral instructions. Demonstrated ability to supervise and direct the work of others. 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 diploma or equivalent. Valid Virginia driver's license.

**QUALIFICATIONS
PREFERRED:**

Hands on experience in the day-to-day housekeeping operations of a school or institution type setting. Current supervisory experience also preferred.

PAY BAND RANGE: \$19,310 - \$39,629

**STARTING
SALARY:**

Approximate starting salary \$19,310 - \$22,939, 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