



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

January 13, 2021

TO: Candidates and Placement Agencies

VACANCY: **Janitor**
Part-time position
Position contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600 or at
www.edjoin.org

DEADLINE FOR FILING: January 27, 2021 at 5:00 pm, or until filled

SALARY: \$16.83 per hour
Depending on qualifications

IMMEDIATE SUPERVISOR: Wendy Ramirez, Office Manager

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office mailbox or at www.edjoin.org.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: Janitor

Position Scope:

Under the direction of the Superintendent or assigned supervisor, the Janitor will perform a variety of general cleaning tasks in an assigned area and perform related work as required.

Essential Duties:

1. Sweep, scrub, strip, wax, and polish concrete, linoleum and tile floors, as scheduled.
2. Vacuum, spot clean and shampoo rugs and carpets in offices, meeting rooms and hallways, as scheduled.
3. Operate required equipment to perform assigned tasks. Wash, clean and maintain equipment.
4. Erase and clean whiteboard and chalkboard.
5. Clean and polish metal work such as door panels and hand rails.
6. Empty and clean waste containers; haul waste and recycling products to appropriate area.
7. Wash, scrub and disinfect restrooms.
8. Replace light bulbs, make minor repairs to desks, doors, and tables, as needed.
9. Conduct safety inspections. Report damages to building and equipment. Report violations, safety, sanitary and fire hazards.
10. Move or rearranges desks, tables, chairs, furniture and other equipment. Set up for and cover special events.
11. Lock and unlock doors and gates; check doors and windows.
12. Sweep walks, entrances, and adjacent parking lot. Clean and restores facility as needed.
13. Perform grounds maintenance, cutting, watering and trimming.
14. Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
15. Maintain records and prepare reports.
16. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High School diploma or equivalent.
2. Prior experience in cleaning buildings and grounds (1 year minimum).
3. Ability to read, write and communicate effectively in English.
4. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
5. Ability to use common janitorial tools, equipment and cleaning materials.
6. Valid California Driver's License and evidence of minimum liability insurance.
7. Knowledge of safety data sheets requirements, proper storage of cleaning fluids, use of PPE.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to perform heavy physical labor, standing, walking, reaching, repeated bending, lifting and carrying up to 50 lbs. Ability to travel within and outside the county as needed. **This position may involve activities, such as, wash and disinfect restrooms,**

clean and polish metal and woodwork, which require in-person interactions that may increase the risk of being exposed to COVID-19 and other communicable diseases.

Environmental Requirements: Environmental Requirements: Must be able to work indoors and outdoors spending most of the work-day standing, lifting and walking. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies and moving around.

Scheduling and Availability: Flexible work schedule that may include working evenings. This is a non-exempt position. Employee must be willing to work additional hours when requested. Position is part-time 20 to 29 hours per week.