



Southern California Regional Occupational Center

CLASSIFIED VACANCY:

POSTED: July 20, 2010

CLASSIFIED POSITION: **SUBSTITUTE CUSTODIAL/MAINTENANCE HELPER**

SCHEDULE: **Monday – Thursday; schedule to be determined as needed**

BASIC FUNCTION:

Under the supervision of the Director of Maintenance and Operations, to perform a variety of semi-skilled tasks in maintenance and custodial work of the campus and Center buildings, grounds and related work, as required.

RESPONSIBILITIES:

- Perform general cleaning of halls, stairways, restrooms, employee lounges, stocking supplies of paper goods
- Assists or perform work in the maintenance areas of electrical, plumbing, carpentry, and preventative maintenance work
- Open/locks door and gates of Center; check for safety hazards; performs other odd jobs, replacing lamps, carpet cleaning; assist in moving, delivering and setting up furniture/supplies for offices and classrooms
- Establish and maintain a cooperative and effective work relationship with others in the multiethnic environment
- Understand and communicate oral and written instructions
- Prepare and maintain simple records and reports
- Performs other duties/work as assigned

EXPERIENCE / TRAINING / QUALIFICATIONS:

A minimum of one to two years work experience combined in custodial/general maintenance work. Knowledge of basic cleaning methods, procedures, materials, supplies, and equipment basic methods, materials and tools used in custodial/maintenance work. Ability to perform heavy manual activities related to custodial care and maintenance. High School Education required.

CONTACT:

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
2300 CRENSHAW BOULEVARD
TORRANCE, CA 90501

Attn: Human Resources / Position: SUBSTITUTE CUSTODIAL/MAINTENANCE HELPER

310) 224-4328 Fax: 310) 618-9637 www.socalroc.com

*Applicants must submit a SoCal ROC **CLASSIFIED Application**, [Classified Employment Application](#) along with their resume, applicable current license/certificates and references.
In-house applicants to submit In-House Application and current resume.*

SALARY RANGE:

\$15.91 /hour

CLOSING DATE:

AUGUST 9, 2010 OR UNTIL FILLED

NOTE:

SOCAL ROC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES WOMEN, MINORITY GROUP MEMBERS, VIETNAM ERA AND DISABLED VETERANS, DISABLED PERSONS, AND PERSONS AGES 40 AND OVER TO APPLY.

The Immigration Reform and Control Act of 1986 require that you must be lawfully authorized to work in the United States to be eligible for hire. All new- hires will be required to provide documentation to verify this status.

All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.