

HOUSEKEEPING & APPAREL WORKER I, #00097
(Working Title: Custodial Services/Grounds Worker)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. 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, Western Campus, 1851 Dickinson Road, Goochland, Virginia 23063.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Provide a clean and safe environment in corridors, classrooms, and public areas, as well as assisting in the maintenance and the up-keep of campus grounds. Housekeeping 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. Grounds maintenance duties includes: cutting grass, weed trimming, exterior grounds cleaning, cleaning and emptying trash receptacles, raking leaves, planting trees, flowers, and shrubs. This position is considered essential personnel and will be required to assist during inclement weather conditions and other college emergencies as necessary. This position has college-wide responsibilities and may be assigned to any of the college locations.

**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). Ability to operate buffers, burnishers, wet and dry vacuums and other custodial service equipment. Some knowledge of and ability to operate a variety of grounds equipment (i.e., tractors, mowers, trucks, and other types of tools). Knowledge of and ability to apply proper safety techniques to be used in day-to-day custodial and grounds maintenance operations. Ability to follow oral and written instructions; lift and move heavy objects; stand for extended periods of time; and to tolerate contact with a variety of cleaning products and solutions. Valid Virginia driver's license; high school diploma or G.E.D. Selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

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

PAY BAND RANGE: \$15,371 - \$31,548

**STARTING
SALARY:**

Approximate starting salary, \$15,371 - \$21,612, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted until the position is filled.

**APPLICATION
PROCESS:**

In order to better serve our customers, J. Sargeant Reynolds Community College will only accept online applications for all state employment opportunities. J. Sargeant Reynolds Community College will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resource Office. To apply for this or any other vacant positions, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. All cover letters and resumes must be attached electronically to the online application.