



HOUSEKEEPING & APPAREL WORKER I, #00178
(Working Title: Custodial Services Worker)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 18,000 credit students, and provide training for an additional 14,000 students through the Community College Workforce Alliance. Over the years we have educated more than 275,000 people in the Richmond area. 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 and Planning, Parham Road Campus, 1651 E. Parham Road.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Members of the Custodial Services Staff provide a clean and safe environment in corridors, classrooms, and public areas of the Parham Road Campus. 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. This position will be primarily located at the Parham Road Campus however may be called upon to conduct work assignments at any of the college's locations. This position is considered "essential personnel" and will serve on the college-wide emergency team.

**QUALIFICATIONS
REQUIRED:**

Knowledge of cleaning methods and use of cleaning supplies and equipment. 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. High school graduate or equivalent. Selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Current work experience in custodial services. Work experience in a school or institution type setting. Valid Virginia driver's license preferred.

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

**STARTING
SALARY:**

Approximate starting salary \$15,371 - \$20,297, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted until the position is filled.

**APPLICATION
PROCESS:**

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.