



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Custodian

Community Services/Mission Playhouse Department

\$18.31 - \$22.25 hourly

(Part-Time - Non-Benefitted Position)

THE OPPORTUNITY:

The City of San Gabriel's Community Services/Mission Playhouse Department is seeking (2) Custodian with the ability to work effectively within a diverse community. The successful candidate is organized and able to coordinate and supervise the use of multiple facilities. This individual must be a team player who applies outstanding customer service to the implementation of policies and understands the principles and practices of recreation programs.

POSITION SUMMARY:

Under general supervision of the Recreation Coordinator and Maintenance Leadperson, the Custodian is responsible for cleaning and light maintenance of the recreation facilities and mission playhouse to promote a well-maintained, inviting and safe environment. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules at the Recreation Office, Adult Recreation Center, and Smith Park Pool Facility including, but not limited to, meeting rooms, kitchen, office areas, bathrooms, storage areas, and entrances. The Custodian will also be responsible for setting up and breaking down equipment in the facilities; assisting in light building maintenance and repair work; writing incident reports, as needed; reading and understanding facility use applications and facility diagrams; preparing rooms for the next use; maintaining all facility cleaning supplies; and other related work as required. ***The successful candidate must be available to work nights, weekends, and holidays as needed.***

MINIMUM QUALIFICATIONS:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. Must be able to read, write, and communicate effectively, coordinate the use of more than one facility at a time, and carry and move objects weighing up to 50 pounds.

Candidates considered for employment will be screened by the California Department of Justice. The City of San Gabriel maintains a drug, alcohol, smoke-free work environment, and enforces a zero-tolerance policy relating to substance abuse. Possession and maintenance of a class C California Driver's License and satisfactory driving record are required.

PARS REQUIREMENT:

Part-Time employees are required to participate in the Public Agency Retirement Services (PARS) in lieu of Social Security.

BILINGUAL PAY:

Upon approval from the Department Head, bilingual pay of \$.58 per hour is available to employees who work a minimum of 20 hours per week and must be able to utilize and pass a proficiency examination in one or more of the following languages Cantonese, Mandarin, Vietnamese, or Spanish

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following two items as attachments: (1) cover letter, (2) professional résumé for this position. Failure to submit a thoroughly prepared application along with items 1-2 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline for submitting applications is 4:00 p.m. on June 12, 2023, OR when a sufficient number of qualified applications have been submitted, whichever occurs first. THE FILING PERIOD MAY CLOSE AT ANY TIME. DO NOT HESITATE TO APPLY.** *Faxed, emailed, or hard copies of application materials are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#258