

Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

Custodian (Hourly)

Custodian (Hourly Position); \$13.01 - \$16.60 per hour/DOE; Part-time

THE POSITION

Under general supervision of the Custodian Supervisor and Recreation Superintendent, will provide custodial duties for our wide-range of District facilities. Bi-lingual applicants strongly encouraged. This position will be a part-time position with assignment days and hours varying upon facility needs. This position will be assigned hours on weekends, evenings and mornings.

EXAMPLE OF DUTIES

- Become familiar with District building maintenance standards and expectations. Complete daily, weekly and monthly assignments.
- Perform duties such as (but not limited to) cleaning, sanitizing, sweeping, mopping, disinfecting, scrubbing, vacuuming, buffing and washing of various facility amenities and equipment.
- Must be able to be reliable, work independently and be task oriented.
- Be responsible and maintain a safe and healthy facility environment.
- Read and follow safe work practices.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- At least 18 yrs. old.
- Ability to meet all pre-employment testing requirements (written and oral).
- Valid CA Driver's license required. Access to reliable transportation, clean driving record and proof of current automobile insurance.
- Be flexible, willing and available to work days, evenings and weekends as assigned.

KNOWLEDGE AND ABILITIES

- Computer and internet experience. Timely submission of reports, forms and evaluations
- Excellent customer service skills.
- Ability to work independently with minimum supervision; strong organizational and communication skills.



IMPORTANT INFORMATION

- Recruitment open until filled
- All applicants must complete a H.A.R.D. application.
- ADA - Please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be obtained at:

H.A.R.D. District Office
1099 "E" Street,
Hayward, CA 94541

Or

HaywardRec.org/employment

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Possession of a valid CA Driver's License.
- Valid and current automobile insurance.
- Access to reliable transportation.
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ).

For more information about the position, contact Carrie Reginald, Custodian Supervisor at (510) 881-6753

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER