

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

**POSITION TITLE:** Custodial Assistant

**DEPARTMENT/LOCATION:** Moreno Valley College, Norco College, Riverside City College

**BASIC FUNCTIONS:** Under the general supervision, performs general janitorial tasks in keeping assigned building areas and facilities clean.

#### **REPRESENTATIVE DUTIES:**

1. Sweeps, scrubs, and mops floors
2. Replenishes supplies
3. Sets up, moves, and arranges furniture and equipment.
4. Cleans restrooms and other facilities.
5. Other similar duties as assigned.

#### **QUALIFICATIONS:**

Any combination of education and experience equivalent to completion of the 10<sup>th</sup> grade and 6 months of janitorial or building maintenance work is required.

Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must be able to lift up to 50 pounds.

This position will require a back x-ray and a physical.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.