



## Building Attendant I

If you enjoy being active all day, excel when working alone and want to join a diverse team with a great reputation, we have the job for you! Pitzer College's Office of Campus Facilities is looking for two individuals for the position of Building Attendant who have at least one year of paid employment experience in custodial/janitorial work.

We have available one morning ("AM") shift from 5:00 am to 1:30 pm and one evening ("PM") shift from 2:30 pm to 11:00 pm (with a 30-minute meal break). Building Attendants perform essential behind-the-scenes work that keeps classrooms, offices, dorms and other indoor and outdoor campus spaces clean, orderly and safe for students, faculty and staff to enjoy living and working on a beautiful campus. These are full-time, non-exempt, benefits-eligible staff positions working Monday to Friday, 12 months per year.

*NOTE: This is a summary of the essential functions and requirements for the position; for a detailed description please click the link provided below. The individual must possess knowledge, skills and abilities to successfully perform the essential functions of the position or be able to explain or demonstrate how they will perform the essential functions, with or without reasonable accommodation, using some other combination of skills and abilities.*

### **ESSENTIAL FUNCTIONS:**

- A. Clean campus facilities, such as offices, classrooms, science facilities, lecture halls, etc.
- B. Perform periodic and annual cleaning services/duties.
- C. Clean fixtures and furnishings, such as toilets, urinals, sinks, desks, tables and windows; clean light fixtures; change light bulbs. Sweep and vacuum. Dust and polish a variety of surfaces. Wash walls. Clean and disinfect a variety of surfaces. Clean writing surfaces and erasers.
- D. Scrub and refinish floors and/or carpets; refinish hard, resilient and wood floors; operate mechanical floor cleaners, polishers, and carpet cleaning equipment.
- E. Perform furniture set-up and breakdown for meetings and special events.
- F. Perform other essential duties and tasks specific to the position.

### **REQUIREMENTS:**

- 1. Possess knowledge of maintenance work, and the use, safe operation, and repair of cleaning supplies, tools and equipment. Knowledge of and ability to follow safety and sanitation standards at all times.
- 2. Must have knowledge of cleaning chemicals and safe working methods and procedures.
- 3. Ability to speak and understand basic English and follow oral and written instructions in English.
- 4. Ability to learn the proper use of fire extinguishers.
- 5. Ability to effectively and efficiently clean and maintain an assigned area within a predetermined time schedule.
- 6. Establish and maintain cooperative working relationships in a diverse community.
- 7. Ability to work productively and effectively without close supervision.

8. Ability to work and interact effectively and cordially with a diverse community of students, faculty, managers, staff and co-workers.
9. Must wear a uniform and safety shoes, provided by the College.
10. Must be able and willing to work overtime, holidays, weekends and evenings as needed.

Education: Any combination of education and experience equivalent to graduation from high school, or any combination of education, training or experience that provides the required knowledge, skills and ability.

Experience: Must have at least one year of paid work experience in custodial or building maintenance assignments.

Licenses/Certifications: Must have a valid California driver's license and maintain a driving record acceptable to the Colleges' insurance carrier.

Physical Requirements: This is a very active, physical position. Must be able to stand, walk, bend, climb, push, pull, stoop, twist, stretch, lift up to 50 pounds from ground to waist level without assistance, climb ladders up to twenty feet with assistance and up to ten feet unassisted, and be able to work on feet for prolonged periods of time. Employees in this classification may work alone or with a team; most work is done indoors but some activities are outdoors. Not all facilities are air-conditioned. Employment is contingent upon satisfactory results on a post-offer physical test to confirm physical requirements can be performed.

## **COMPENSATION:**

Rate of Pay: The hourly rate is \$13.58, plus excellent benefits (see below).

Benefits: This position is eligible for the College's program of employee benefits, including medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions\*, up to \$2,000 on an interest-free computer loan\*, tuition remission to The Claremont Colleges\*, onsite gym and fitness resources, free parking and more. \*Restrictions or service requirements apply. Visit <http://www.pitzer.edu/human-resources/benefits/> to see a full listing of our employee benefit plans and contact Human Resources at [HR@pitzer.edu](mailto:HR@pitzer.edu) if you have questions.

## **TO APPLY:**

Please click <https://pitzer.box.com/s/f06e8961ewct34dt8qkz2ijsvq9w29hu> to be directed to an online Box folder where you can view and download the PDF file of the **Staff Employment Application** (required), **Applicant Information Form** (optional) and the job description (for your reference). In addition, please prepare the following:

1. Pitzer College – Staff Employment Application: Download, print, fill out, sign and submit this application form which you will find by following the hyperlink above. In the "Position Applying for" field, please indicate if you are applying for the "AM shift" or "PM shift", or if you are applying for "both shifts".
2. Professional References: Provide a list of three professional references, including their names, business titles, phone numbers, email addresses, and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.
3. (Optional) Letters of Recommendation: You can provide letters of recommendation from individuals who can speak to your work history.

**SUBMIT ALL MATERIALS TO:** [StaffJobs@pitzer.edu](mailto:StaffJobs@pitzer.edu)

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

[www.pitzer.edu](http://www.pitzer.edu) | StaffJOBS

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