



**TAFT COLLEGE**  
WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Friday, September 29, 2017 @ 4:00 p.m.

### Evening Custodian

Classified Salary Schedule Range 13 ~ \$2,810.00 - \$3,586.00 per month in six steps. In addition this position will include a 2.5% hourly shift differential pay. The hours for this position are Monday - Friday 2:00 p.m. - 11:00 p.m. District-provided health and welfare benefits, valued at \$19,530.96 per year for 2017-18, include medical, dental and vision for the employee and dependents, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under general supervision performs a variety of custodial tasks to maintain the college buildings and grounds including the residence halls, Children's Center or other buildings as assigned and performs related duties as required.

#### REPRESENTATIVE DUTIES

*Please refer to the Taft College website to view the complete position job description. The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Clean and maintain rooms and buildings as assigned including sweeping, mopping vacuuming, emptying wastebaskets, and changing lighting as needed.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Website:**

[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday - Friday  
8:00 a.m. - 4:30 p.m.

## **REPRESENTATIVE DUTIES, continued**

Clean and maintain exteriors of buildings including windows and sidewalks, as assigned.

Set up rooms or areas for special events.

Clean and sanitize sinks and restrooms following specific operational guidelines.

Secure facilities, which include locking doors before leaving each night.

Assist in reporting facility vandalism and possible repairs.

Perform minor maintenance tasks to keep assigned areas safe and operational, as assigned.

Assist with receiving and distributing supplies, equipment and materials, as assigned.

Assist and advise student workers.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent. One year of experience performing custodial duties, including the utilization of general custodial equipment and supplies. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

### **PHYSICAL REQUIREMENTS**

1. Vision sufficient to read labels, instructions, rules, and policies.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to handle materials and equipment.
4. Ability to stand for long periods of time.
5. Ability to lift up to 50 pounds.
6. Ability to carry up to 40 pounds.
7. Ability to bend and reach in all directions.
8. Ability to work at heights.
9. Ability to ascend and descend ladders.
10. Ability to operate cleaning equipment.
11. Freedom from allergies sufficient to perform duties.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

### **PAY RANGE**

Range 13 on the Classified Employees Salary Schedule/ Non-Exempt.

### **SUPERVISION**

Supervision is received from the Director of Maintenance and Operations. No supervision is exercised. May take or give work direction or assistance on projects as assigned.

### **HOURS & TERMS OF EMPLOYMENT**

40 hours per week, 12 months per year. The hours for this position are Monday – Friday 2:00 p.m. – 11:00 p.m. May require over-time hours throughout the year.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Online application submission: [www.edjoin.org](http://www.edjoin.org)

Send all application materials to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, September 29, 2017.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*