

# EAST SAN GABRIEL VALLEY JAPANESE COMMUNITY CENTER

1203 West Puente Avenue, West Covina, CA 91790 · (626) 960-2566 · (626) 337-9123 · [www.esgvjcc.org](http://www.esgvjcc.org)

## JOB TITLE: CUSTODIAN/HANDYMAN

### SUMMARY

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

### PRIMARY RESPONSIBILITIES

1. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors.
2. Clean and sanitize restrooms using established practices and procedure. Refill restroom dispensers.
3. Removes trash in accordance with established procedures. Empty/clean wastebaskets and trash containers.
4. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
5. Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, classrooms, and other facilities.
6. Wash walls and equipment.
7. Secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
8. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.
9. Move furniture, equipment, supplies and tools on an incidental basis.
10. Identifies stains and uses proper chemicals for removal.
11. Wash accessible interior and exterior windows. Clean blinds and curtains.
12. Handle recycling materials.
13. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
14. Performs preventative maintenance in and around facilities.
15. Report any major maintenance issues to the appropriate director.

### KNOWLEDGE AND SKILL REQUIREMENTS

1. Methods of maintaining, cleaning and preserving a variety of surfaces; and proper use of a wide range of chemicals according to state and federal regulations.
2. One year of custodial experience. Custodial and building maintenance in a school setting preferred.
3. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.



# EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from the East San Gabriel Valley Japanese Community Center (ESGVJCC).</p>	
Signature	Date