

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Floor Crew

BASIC FUNCTION: Under the supervision of the area Assistant Manager, performs specialized and occasionally, generalized janitorial tasks in keeping assigned building areas and facilities in a clean and orderly condition.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Operates wet vacuum, floor machines, and shampoo equipment.
2. Shampoos carpets; screens, scrubs, seals, or waxes hardwood floors, linoleum, tile, and VCT
3. Transports tools to work areas
4. Accesses necessary materials and equipment.
5. Ensures work areas are secure and safe prior to conducting work.
6. Performs a variety of custodial duties when custodian is absent and as time permits
7. Participates in District-provided in-service training programs.
8. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
9. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Six months of generally related janitorial or building maintenance work is required. Experience in rug shampooing is desired.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Custodial work; methods, materials, and equipment used in janitorial work; simple maintenance work.

ABILITY TO: Understand and follow oral and written instructions; do manual work.

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.

CONTACTS: Co-workers, custodial staff, faculty, other departmental staff, security, and vendors.

PHYSICAL EFFORT: Requires the ability to exert physical effort, such as walking, standing and lifting; dexterity in the use of fingers, limbs and body in the operation of maintenance equipment. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Normal maintenance environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.