



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

CUSTODIAN - RIVER CENTER, JOB OPPORTUNITY BULLETIN

Performs a variety of janitorial and maintenance work. Must be able to work independently with minimum supervision.

TYPICAL DUTIES PERFORMED: (These examples do not list all of the duties which may be assigned).

- Clean restrooms, including scrubbing toilets, sinks, walls, and floors.
- Maintain restrooms fully stocked with supplies.
- Keep office areas clean by vacuuming, dusting, emptying trash and recycling.
- Keep public areas of the buildings clean, including dusting and mopping floors.
- Clean cobwebs throughout facility.
- Clean windows throughout facility as necessary.
- Communicate to management areas that need improvement such as broken lights, door locks, leaking faucets and toilets, etc.
- Close up buildings, set security system, and secure outside gates.
- Assist agency crews on other projects including parks and facilities maintenance.
- Monitor evening events when necessary.

QUALIFICATIONS:

- Knowledge of general facility janitorial maintenance.
- Ability to identify small projects and carry them out, to work independently and with others, and to perform physical labor necessary to fulfill the requirements of the job.
- Ability to interface with the park visitors and the general public.
- Any combination equivalent to experience and education that could provide the required knowledge and abilities is qualified.
- One year experience dealing with janitorial services.
- Valid California Driver's License with a satisfactory driving record.
- Possession of, or the ability to obtain Certification for CPR and First Aid Certificate within the first year of hire.

BENEFITS: Health insurance, life insurance, retirement, vacation, sick leave, and generous holiday schedule.

PAY RANGE: \$11.76 per hour

REQUIRED HOURS: 40 hours per week, Monday through Friday, 2:00 p.m. to 10:30 p.m. Must be able to work some weekends.

HOW TO APPLY: Send resume to Giovanna.Allen@mrca.ca.gov or fax to (323) 221.9934. Position is open until filled.

DESCRIPTION OF AGENCY: In 1980, the California state Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves the California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency between the SMMC, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunities.