**On-Campus Job Description**



**To apply**: *Go to* [***https://wenatcheevalleycollege.formstack.com/forms/career\_services***](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

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| **Job Title & Number of Positions Avail.**  | Custodial Assistant (1-2 positions) |
| **Department/****Location** | Wenatchee Campus Residence Hall |
| **Rate of pay** | $17.02 |
| **Estimated Hours Per Week** | Up to 19\*  |
| **Supervisor** | Michelle Cannaday (mcannaday@wvc.edu) |
| **Duties and Responsibilities** | * Removal of the kitchen trash (daily).
* Sweep and mop the Common Room [kitchen & lounge] (daily).
* Disinfect door handles (daily).
* Remove trash from exterior stairs (daily inspection).
* Mop the interior stairwell (every other day).
* Mop the elevator (every other day).
* Vacuum lounge furniture (weekly).
* Vacuum the air vents in the Common Room (weekly).
* Wipe down kitchen cupboard doors (weekly).
* Dust/de-web the Common Rooms and interior stairwell (weekly).
* Sweep the exterior of the building [de-web/de-bug] (monthly)

\* Tasks may be performed alongside the custodial staff, or independently, depending on the need. \*\* Weekday only, no weekends or holidays required. |
| **Minimum Qualifications** | * Time management skills.
* Ability to stay on task and be self-directed.
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| **Educational****Benefit** |  Accumulate on-the-job experience in an in-demand industry. Teaches the employee how to work independently and problem-solve with efficiency. |
| **How to Apply** | Please submit a cover letter and resume stating your interest in the position to mcannaday@wvc.edu  |

07/25/2024 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

* *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*