

# San Diego Community College District

## NANC JOB DESCRIPTION

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Job Code: N1640

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Plant Operations Aide 2<sup>nd</sup>/3<sup>rd</sup> Shift

Unit: Non-Academic/Non-Classified Service

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### **FUNCTION:**

Under the direction of a Crew Leader, Custodian, Custodial Supervisor, or other supervisor, maintain assigned areas, such as classrooms, offices, buildings, and outside grounds in a clean, safe, and orderly manner.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of basic health and safety regulations; cleaning materials, disinfectants, and equipment utilized; common tools and their names; methods of cleaning and preserving floors, furniture, walls, and fixtures; and proper mixture ratios for chemical cleaning agents. Ability to use cleaning materials and equipment efficiently, understand and follow oral and written directions, work cooperatively with others, maintain positive working relationships and interpersonal communication style, and perform moderate physical labor.

May require a Valid California driver license.

Plant Operations Aide-2<sup>nd</sup> and 3<sup>rd</sup> shift must work 6:00 p.m. to 4:00 a.m.

### **TYPICAL DUTIES INCLUDE:**

- Clean, sweep, scrub, strip, mop, wax, seal, and buff various floor surfaces.
- Vacuum, shampoo, and spot clean rugs and carpets.
- Clean walls, furniture, blinds, and air vents and pick up hazardous substances.
- Clean and disinfect lavatories, toilets, drinking fountains, and other plumbing fixtures.
- Wash windows.
- Dust, wax, and polish furniture and woodwork.
- Clean chalk/white boards.
- Operate a variety of hand tools and power equipment.
- Set up or move furniture and equipment.
- Empty and clean waste and recycling containers.
- Pick up and dispose of paper and other refuse.
- Scrub, sweep, and clear walkways and outside areas.
- Remove debris from storm drains, roofs, and gutters.
- Refill paper, soap, and other dispensers.
- May operate a motor vehicle.